

Council Open Agenda




Meeting to be held: Friday 13 April 2018
Level 7, Room 700
Otago Polytechnic Auckland International Campus,
350 Queen Street, Auckland

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2. CONFLICT OF INTEREST

Council members should declare any potential conflict (pecuniary or non-pecuniary) they may have regarding any item on the agenda, or in relation to any discussion during the meeting. These declarations will be recorded on a separate register as well as in the minutes.

Attached is a register of Council members' interests. Any changes must be advised to the Secretary to Council.

A handwritten signature in black ink, appearing to read 'Jeanette Corson', with a large, stylized loop at the beginning.

Jeanette Corson
Secretary to Council

OTAGO POLYTECHNIC COUNCIL INTERESTS REGISTER			
Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Paul ALLISON	07-03-14	1. Regional Chair – Halberg Disability Sport Foundation 2. Trustee – Winter Games NZ 3. Sports Commentator – The Radio Network 4. Lion Foundation Regional Grants Committee 5. Independent Director - University Bookshop (Otago) Ltd 6. Director - Waitaki District Health Services Ltd	Nil
Neil BARNS	09-07-17	1. Board Chair – Otago Polytechnic Auckland International Campus 2. Director/Shareholder Neil Barns Consulting Limited 3. Partner – Barns-Davis Orchard Partnerships	1. OP is a 50% owner of the limited partnership and is impacted directly by its operations in Auckland 2. The Company provides consultancy services mainly to TEOs and government education agencies that OP also has dealings with. 3. Joint owner of an avocado orchard. Unlikely to involve OP directly although OP offers horticulture qualifications and training.
Gillian BREMNER	21-06-10	1. Chief Executive Presbyterian Support Otago 2. Director Well Dunedin PHO	1. Student placements for Nursing, Occupational Therapy and CAPS within PSO Residential facilities 2. Nil
Peter COOLBEAR	16-11-16	1. Chair NZCER Board 2. Co-owner and director: Coolbear Ltd - Information Management and Tertiary Education Consulting	1. NZCER manages the TLRI fund that has a tertiary education component
Darren EVANS	06-08-16	Chief Operating Officer, Calder Stewart Group Spouse: Part time employee of Otago Polytechnic, Project Manager, Business Development	Calder Stewart Group is a Customer of CapableNZ and potential supplier

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Kathy GRANT	22-06-15	<ol style="list-style-type: none"> 1. Dunedin City Holdings Ltd (Director) 2. Trustee of numerous private trusts 3. Gallaway Cook Allan (Associate) 4. Dunedin Sinfonia Board 5. Dunedin City Treasury Limited (Director) 6. SDHB (Commissioner) <p>Spouse:</p> <ol style="list-style-type: none"> 1. Gallaway Cook Allan (Consultant) 2. Hazlett & Sons Limited (Chair) 3. South Link Health Services Limited (Director) 4. Warbirds Over Wanaka Community Trust (Board Member) 5. Warbirds Over Wanaka Limited (Director) 6. Warbirds Over Wanaka (2008) Limited (Director) 7. Warbirds Over Wanaka (2010) Limited (Director) 8. Leslie Groves Home & Hospital (Board Member) 9. Dunedin Diocesan Trust Board (Board Member) 10. Nominee Companies associated with Gallaway Cook Allan (Director) 11. Trustee of numerous private trusts 	

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Michael HORNE	02-02-18	<ol style="list-style-type: none"> 1. Deloitte Limited 2. Best View Limited 3. City Forests Limited 4. Ellis Fibre Global Limited 5. Ellis Fibre NZ Limited 6. Escea International Limited 7. Escea Limited 8. Hunterfields Investments Limited 9. Greenbriar Limited 10. Otago Museum Trust Board (Treasurer) 11. Palmer & Son Limited 12. Palmer Resources Limited 13. Palmer MH Limited 14. Palmers Mechanical Limited 15. PDS (Computer Services) Limited 16. Prospectus Nominees 17. Prospectus Nominees Services Limited 18. Rawhiti Road Investments Limited 19. Viblock Limited 20. Ashburn Hall 	<ol style="list-style-type: none"> 1. Potential supplier 10. Potential customer <p>Others: Nil</p>
Megan POTIKI	26/06/17	<ol style="list-style-type: none"> 1. Member of Te Runanga o Ōtākou 2. Employee of the University of Otago 3. Director of Arataki Associates Ltd – contracting entity involved in a wide range of Māori education, health and business. 	<ol style="list-style-type: none"> 3. Potential supplier

3. MINUTES

The minutes of the open section of the meeting held on 2 February 2018 are attached.

RECOMMENDATION

That the minutes be approved as a true and correct record of the open section of the meeting held on 2 February 2018.

Jeanette Corson
Secretary to Council

Minutes of the Open Section of a Meeting of the Otago Polytechnic Council



held at 1.05pm on Friday 2 March 2018 in Puna Kawa, the Mason Centre, Otago Polytechnic, Forth Street, Dunedin.

PRESENT:

Mrs K Grant (Chair)
Mr P Allison
Dr N Barns
Mrs G Bremner
Dr P Coolbear
Mr M Horne
Mrs M Potiki

IN ATTENDANCE:

Mr J Aldridge (Convenor, Staff Subcommittee)
Mrs J Corson (Secretary to Council)
Mr J Dargaville (Convenor, Student Council)
Ms J Kapa (Deputy Chief Executive Maori Development/Kaitohutohu)
Mr C Morland (Deputy Chief Executive, Learner Experience)
Ms Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services)

APOLOGY:

Mr D Evans

1. CONFLICT OF INTEREST

A register of Council members' interests was attached.

2. MINUTES – 2 FEBRUARY 2018

The minutes of the open section of the meeting held on 2 February 2018 were attached.

Item 4 first sentence to read "...to attend the *blessing* of Te Pā Taurira...."

RECOMMENDATION

That, with this amendment, the minutes be approved as a true and correct record of the open section of the meeting held on 2 February 2018.

AGREED.

3. MATTERS ARISING

None.

4. CHAIR'S REPORT

Mrs Grant reminded members of the Polytechnic's Graduation ceremony on Friday 9 March. In Mrs Grant's absence, Mrs Bremner would be speaking on behalf of the Council at the Maori pre-graduation ceremony to be held on Thursday 8 March.

Mrs Grant noted that the meeting would be the last that Mrs Bremner would attend. She acknowledged the significant contribution Mrs Bremner had made to the Council over her eight year term and the skills and experience she had brought to the table, particularly in keeping the Council focused on the importance of connection with its communities.

Mrs Grant offered Mrs Bremner her heartfelt thanks for what she described as a stunning contribution over the past eight years.

5. CHIEF EXECUTIVE'S REPORT

International Contributions

Mr Ker reported on his recent trip to Arizona to attend board meetings of the World Federation of Colleges and Polytechnics (WFCP), as the current NZITP sector representative, and the Postsecondary International Network (PIN) of which he is Executive Director. The two Board meetings were held either side of the annual conference of Community Colleges for International Development (CCID) at which he presented as part of an international panel addressing global issues.

Academic Board

Academic Board had been engaging with the question of how it can best deliver on its mandate to provide independent advice to Council on academic matters. After considerable discussion the Board had resolved to:

- introduce specific academic issues meetings not less than four times per year
- schedule special purpose meetings to deal with sector consultations
- engage members of OP's professoriate to scope and convene in-depth sessions around academic matters
- invite Dr Coolbear to be a member of Academic Board and possibly chair the academic issues sessions.

UNESCO chair in Open Education Resources

UNESCO had agreed to renew for another four years the Open Education Resources Chair held by Wayne Macintosh, in light of the good results achieved.

Media Report

A report had been provided by Shane Gilchrist, Media Liaison.

External Liaison

Mr Ker had met with a number of individuals and groups since the last meeting.

RECOMMENDATION

That the Council receives this report.

AGREED.

6. MATTERS FOR NOTING

The following items were noted:

- Council Calendar
- Executive Leadership Team Conflict of Interest Register
- Minutes
 - Staff Subcommittee 5 October and 2 November 2017
 - Academic Board 14 November and 6 December 2017

7. GENERAL BUSINESS

None.

The meeting closed at 1.25pm.

Signed as a true and correct record of the open section of the meeting.

.....Chair

.....Date

ACTION LIST

Date	Action	To be completed by	By when
03/07/2015	Naming of buildings	Phil Ker	Progressive reporting

6. CHIEF EXECUTIVE'S REPORT

Summarised Finance Report for the period ended 28 February 2018

The following table provides an overview of Otago Polytechnic's 2018 financial performance to date and compares this against the budget with variances.

February 2018	2018 Year to Date Actual	2018 Year to Date Budget	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 12,182	\$ 15,819	\$ (3,637)
Expenditure	\$ 14,713	\$ 13,976	\$ (737)
Net Surplus	\$ (2,531)	\$ 1,843	\$ (4,374)
Capital Expenditure	\$ 4,644	\$ 519	\$ (4,125)
Employment Cost as a percentage of revenue	60.1%	46.2%	(14.0)%
Student Fees as a % of revenue	32.8%	39.4%	6.6%
Government Funding as a % of revenue	40.5%	37.4%	(3.1)%
Working Capital	42.5%	36.9%	5.5%
Cash In/Cash Out	194.3%	179.3%	14.9%
Net Monetary Assets (000's)	\$ 4,518	\$ (3,608)	\$ 8,126
Debt / Equity Ratio	0.0%	3.2%	3.2%
EFTS	4,409.5	3,977.7	431.8

Key Points:

- The net operating deficit of \$2,531k is unfavourable to budget by \$4,374k. The majority of this deficit is due to changes in revenue recognition. Previously student fees and government funding revenue was spread over the period from the time the student enrolled until the end of the year, with adjustments made for different financial years only. This was regardless of the dates that the student was actually studying. We have changed the actuals for 2018 to spread the revenue over the dates of the course delivery.
- Capex is higher than budget to date by a net \$4,125k with the major project works (Student Village & Central Accommodation) plus Computer Equipment ahead of the budget timing.

- Net monetary assets are \$8m higher than budget with continued strong cash inflows mainly from student fee revenue combined with lower outflows and conversion of other working capital items to cash.
- EFTS enrolments at 4,409 exceed the YTD budget of 3,978 with continued strong international enrolments as well as second semester domestic enrolments happening earlier than budgeted.

Media Report

Attached is a report from Shane Gilchrist, Media Liaison.

External Liaison

- Phone interview - Te Tapuae o Rehua Tourism research
- NZITP meetings, Wellington x 2
- TANZ meeting, Dunedin
- TEC/ITP meeting, Wellington
- Jonathan Garnett, Middlesex University
- WFCP Board meeting via Zoom
- Malcam Board meetings x 2
- Wintec Graduation, Hamilton
- OPAIC Board meeting, Auckland
- Terry Davies, DVML and OP signing of Memorandum of Understanding
- Nick Dixon, Group Manager for Ara Toi (Culture) at Dunedin City Council
- John Hogue, Ministry of Education re refugee resettlement in Dunedin
- Otago Chamber of Commerce Leadership Academy – guest presenter
- Former Cabinet Minister Pete Hodgson
- Electric Vehicle Training and Edubit launch
- Barry Stewart, Editor, Otago Daily Times
- John Gallagher, Forsyth Barr
- Glen Corbett, General Manager, Compass Group

RECOMMENDATION

That the Council receives this report.



Phil Ker
Chief Executive

REPORT TO OTAGO POLYTECHNIC COUNCIL

SHANE GILCHRIST - Media Liaison

Prepared 4/4/18

MEDIA COVERAGE

The number of media articles has grown solidly from the previous month, with more than 110 articles across print, broadcast and digital news media between 23 February-March 30.

Highlights:

- **Capable NZ/Graduation:** a series of interviews with Cadbury staff who engaged in Capable NZ initiatives (and specific OP programmes) made page 1 of the ODT on 9 March as part of Graduation Day. Graduation coverage also included a large photo of the George St parade.
- **The Wildlife Hospital:** continues to generate regular interest with local and national media, but also international media. The Guardian published an extensive photo-essay on Yellow-Eyed Penguin conservation efforts, including a section focusing on the hospital and its staff.
- **Sector in “crisis”:** Education Minister Chris Hipkin’s comments in early March prompted a concerted effort to rectify any perception that Otago Polytechnic was in crisis. This was attempted via the following articles: **1**, media release providing an immediate response by CEO Phil Ker, which featured in ODT and on Radiolive network; **2**, an ODT Op-Ed piece on benefits on Otago Polytechnic’s applied learning approach (ghost written and attributed to Mike Waddell, Director Communications); **3**, media release on financial report showing Otago Polytechnic’s contribution to local and national economies.

MONTH-BY-MONTH COMPARISON OF STORIES PICKED UP BY MEDIA

	Jun	Jul	Oct	Nov	Dec	Jan	Feb 2018	Mar 2018	
MELTWATER	70	81					36	65	
SLICE	85	79	176				37	47	
TOTAL	155	160	358	90+	90+	90+	73	110+	

OP WEBSITE (NEWS AND EVENTS SECTION)

There were more than 3k page reads in the past month. As has consistently been the case, the overwhelming majority of readers spend between 1’00” and 3’00” on our story pages, indicating the content continues to be interesting and engaging.

Page ?	City ?	Pageviews ?	Unique Pageviews ?
		232 % of Total: 0.04% (518,516)	215 % of Total: 0.06% (381,378)
1. /about-us/news-and-events/item/2507	Dunedin	120 (51.72%)	112 (52.09%)
2. /about-us/news-and-events/item/2507	Auckland	51 (21.98%)	49 (22.79%)
3. /about-us/news-and-events/item/2507	Christchurch	17 (7.33%)	17 (7.91%)
4. /about-us/news-and-events/item/2507	Hamilton	11 (4.74%)	7 (3.26%)
5. /about-us/news-and-events/item/2507	Wellington	5 (2.16%)	3 (1.40%)
6. /about-us/news-and-events/item/2507	(not set)	4 (1.72%)	4 (1.86%)
7. /about-us/news-and-events/item/2507	Paris	4 (1.72%)	3 (1.40%)
8. /about-us/news-and-events/item/2507	Tauranga	4 (1.72%)	4 (1.86%)
9. /about-us/news-and-events/item/2507	Palmerston North	2 (0.86%)	2 (0.93%)
10. /about-us/news-and-events/item/2507	Queenstown	2 (0.86%)	2 (0.93%)




Compass Open Recruitment Session

[Share](#)

The Compass Group are looking for house staff to work at our site at The Dunedin Centre.

2018 is shaping up to be a very busy year for our Stadium. Our expectation is that you will be involved in games and cricket. If you're our perfect candidate you will be...

The remaining top-5 posts are pasted below in order (including a breakdown of reader locations):



A chance to support Wildlife Hospital

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Keen to get stuck in and help the Wildlife Hospital? Want to know more?

Come along to Orientation Week, when the Wildlife Hospital Students' Association (WHSA) will be recruiting new volunteers to support the facility which, since opening in January, has treated dozens of injured birds, including a rare takahe.

On Thursday February 22 (Clubs Day), WHSA members will be joined by two Pulse Energy Highlanders players on

	Page ?	City ?	Pageviews ? ↓	Unique Pageviews ?	Avg. Time on Page ?	Entrances ?	Bounce Rate ?	% Exit ?	Pag
			186 % of Total: 0.04% (518,516)	177 % of Total: 0.05% (381,375)	00:04:12 Avg for View: 00:01:35 (165.68%)	54 % of Total: 0.03% (188,666)	72.22% Avg for View: 35.88% (101.32%)	59.14% Avg for View: 36.39% (62.54%)	
<input type="checkbox"/>	1. /about-us/news-and-events/item/2406	Dunedin	85 (45.70%)	81 (45.76%)	00:03:30	27 (50.00%)	77.78%	61.18%	M
<input type="checkbox"/>	2. /about-us/news-and-events/item/2406	Auckland	56 (30.11%)	52 (29.38%)	00:05:22	9 (16.67%)	77.78%	51.79%	M
<input type="checkbox"/>	3. /about-us/news-and-events/item/2406	Hamilton	11 (5.91%)	11 (6.21%)	00:04:13	5 (9.26%)	20.00%	54.55%	M
<input type="checkbox"/>	4. /about-us/news-and-events/item/2406	Christchurch	8 (4.30%)	8 (4.52%)	00:00:37	3 (5.56%)	100.00%	87.50%	M
<input type="checkbox"/>	5. /about-us/news-and-events/item/2406	(not set)	7 (3.76%)	6 (3.39%)	00:01:43	2 (3.70%)	100.00%	71.43%	M
<input type="checkbox"/>	6. /about-us/news-and-events/item/2406	Tauranga	6 (3.23%)	6 (3.39%)	00:02:10	2 (3.70%)	50.00%	33.33%	M
<input type="checkbox"/>	7. /about-us/news-and-events/item/2406	Wellington	3 (1.61%)	3 (1.69%)	00:17:22	1 (1.85%)	100.00%	66.67%	M
<input type="checkbox"/>	8. /about-us/news-and-events/item/2406	Queenstown	3 (1.61%)	3 (1.69%)	00:05:09	2 (3.70%)	50.00%	66.67%	M
<input type="checkbox"/>	9. /about-us/news-and-events/item/2406	Timaru	2 (1.08%)	2 (1.13%)	00:01:09	1 (1.85%)	0.00%	50.00%	M
<input type="checkbox"/>	10. /about-us/news-and-events/item/2406	Toronto	1 (0.54%)	1 (0.56%)	00:00:00	0 (0.00%)	0.00%	100.00%	M



Wildlife Hospital in The Guardian











 Share

The efforts of the wonderful experts at the Wildlife Hospital have been recognised in a large feature in British newspaper The Guardian.

Photographer Murdo MacLeod covers conservationists' efforts to protect the endangered yellow-eyed penguin from predation, disease and habitat destruction.

The Wildlife Hospital in Dunedin is a joint partnership between Otago Polytechnic and the Dunedin Wildlife Hospital Trust, based on campus at the Polytechnic's School of Veterinary Nursing and led by wildlife vet, Dr. Lisa Argilla.

Our vet nursing students gain rare and valuable insights and experience working with native wildlife, much of which is

<input type="checkbox"/>	Page ?	City ?	Pageviews ? ↓	Unique Pageviews ?	Avg. Time on Page ?	Entrances ?	Bounce Rate ?	% Exit ?	Pe
			117 % of Total: 0.02% (518,516)	102 % of Total: 0.03% (381,375)	00:01:11 Avg for View: 00:01:35 (-24.86%)	71 % of Total: 0.04% (188,666)	81.69% Avg for View: 35.88% (127.71%)	68.38% Avg for View: 36.39% (87.92%)	
<input type="checkbox"/>	1. /about-us/news-and-events/item/2515 	Dunedin	40 (34.19%)	33 (32.35%)	00:00:23	20 (28.17%)	70.00%	62.50%	
<input type="checkbox"/>	2. /about-us/news-and-events/item/2515 	Auckland	21 (17.95%)	17 (16.67%)	00:00:39	11 (15.49%)	81.82%	57.14%	
<input type="checkbox"/>	3. /about-us/news-and-events/item/2515 	Christchurch	16 (13.68%)	16 (15.69%)	00:00:13	15 (21.13%)	100.00%	93.75%	
<input type="checkbox"/>	4. /about-us/news-and-events/item/2515 	(not set)	7 (5.98%)	7 (6.86%)	00:00:06	5 (7.04%)	100.00%	85.71%	
<input type="checkbox"/>	5. /about-us/news-and-events/item/2515 	Tauranga	4 (3.42%)	3 (2.94%)	00:01:25	2 (2.82%)	50.00%	50.00%	
<input type="checkbox"/>	6. /about-us/news-and-events/item/2515 	Palmerston North	3 (2.56%)	2 (1.96%)	00:00:41	2 (2.82%)	50.00%	66.67%	
<input type="checkbox"/>	7. /about-us/news-and-events/item/2515 	Wellington	3 (2.56%)	3 (2.94%)	00:00:00	3 (4.23%)	100.00%	100.00%	
<input type="checkbox"/>	8. /about-us/news-and-events/item/2515 	Sydney	2 (1.71%)	2 (1.96%)	00:00:01	0 (0.00%)	0.00%	50.00%	
<input type="checkbox"/>	9. /about-us/news-and-events/item/2515 	Queenstown	2 (1.71%)	1 (0.98%)	00:00:12	1 (1.41%)	0.00%	50.00%	
<input type="checkbox"/>	10. /about-us/news-and-events/item/2515 	Kailua-Kona	2 (1.71%)	1 (0.98%)	00:03:46	1 (1.41%)	0.00%	50.00%	



Michel Tuffery sculpture for campus



Award-winning New Zealand artist Michel Tuffery has been commissioned to create a sculpture at the entrance to Otago Polytechnic.

To be located in the courtyard outside the Mason Centre on Forth St, Dunedin, the 2.5m-high, sandcast bronze sculpture – titled Nga Kete – has been selected after an extensive process involving more than eight proposals.

Page ?	City ?	Pageviews ? ↓	Unique Pageviews ?	Avg. Time on Page ?	Entrances ?	Bounce Rate ?	% Exit ?
		91 % of Total: 0.02% (518,516)	78 % of Total: 0.02% (381,375)	00:02:26 Avg for View: 00:01:35 (54.35%)	32 % of Total: 0.02% (188,666)	81.25% Avg for View: 35.88% (126.48%)	46.15% Avg for View: 36.39% (26.85%)
1. /about-us/news-and-events/item/2472	Dunedin	33 (36.26%)	28 (35.90%)	00:02:37	9 (28.12%)	88.89%	39.39%
2. /about-us/news-and-events/item/2472	Auckland	11 (12.09%)	11 (14.10%)	00:00:29	4 (12.50%)	100.00%	63.64%
3. /about-us/news-and-events/item/2472	Wellington	10 (10.99%)	9 (11.54%)	00:00:25	4 (12.50%)	100.00%	90.00%
4. /about-us/news-and-events/item/2472	Christchurch	10 (10.99%)	8 (10.26%)	00:00:21	3 (9.38%)	66.67%	30.00%
5. /about-us/news-and-events/item/2472	Sydney	4 (4.40%)	2 (2.56%)	00:00:45	1 (3.12%)	100.00%	25.00%
6. /about-us/news-and-events/item/2472	Melbourne	4 (4.40%)	3 (3.85%)	00:02:52	2 (6.25%)	0.00%	0.00%
7. /about-us/news-and-events/item/2472	(not set)	3 (3.30%)	3 (3.85%)	00:00:38	2 (6.25%)	100.00%	66.67%
8. /about-us/news-and-events/item/2472	Ahmedabad	3 (3.30%)	1 (1.28%)	00:00:11	0 (0.00%)	0.00%	0.00%
9. /about-us/news-and-events/item/2472	Ashburn	2 (2.20%)	2 (2.56%)	00:23:04	2 (6.25%)	0.00%	0.00%
10. /about-us/news-and-events/item/2472	Xi'an	1 (1.10%)	1 (1.28%)	00:00:12	0 (0.00%)	0.00%	0.00%



Dunedin Tertiary Open Day 2018

[Share](#)

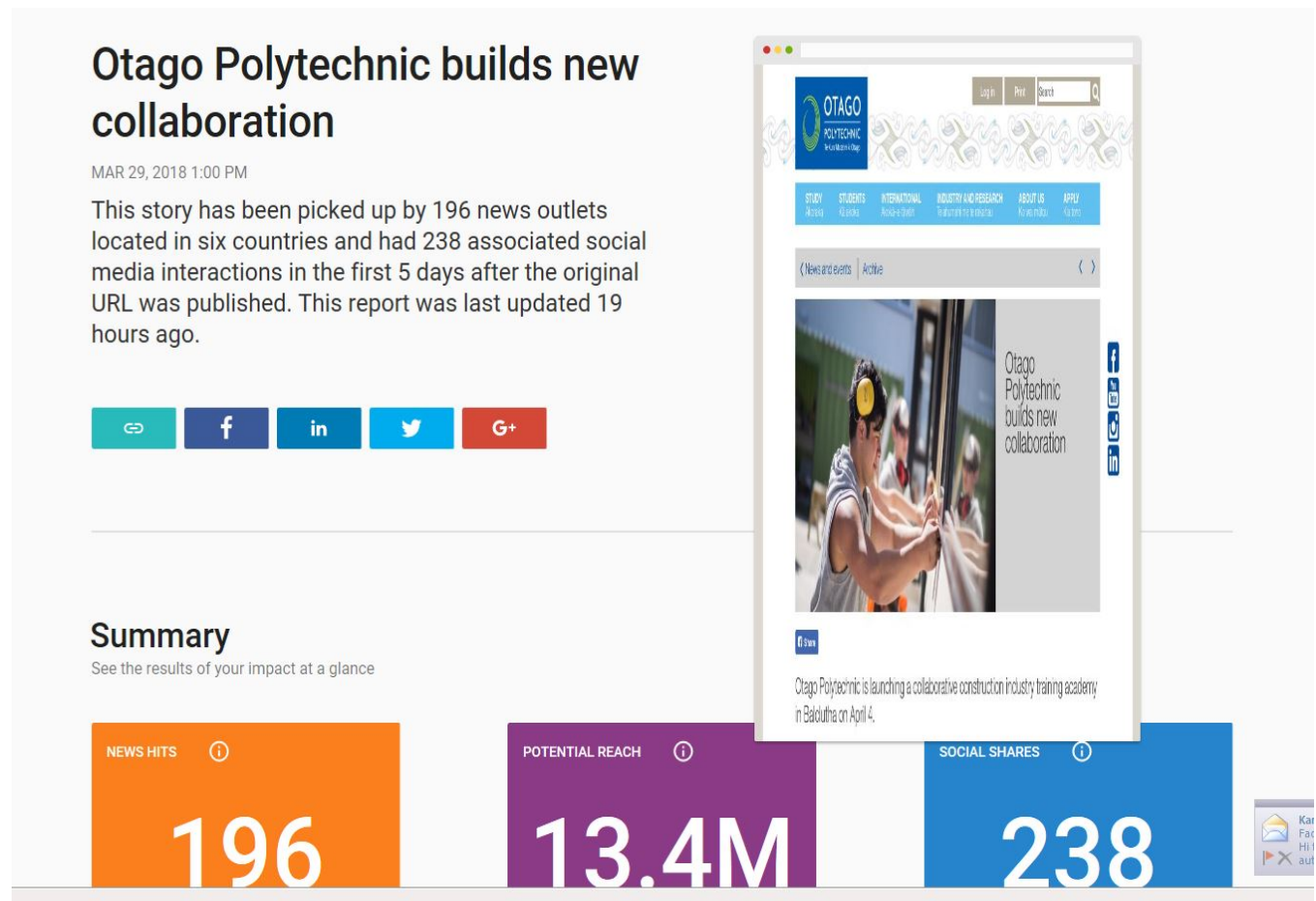
[Add to Calendar](#)

The Dunedin tertiary institutions will be holding their annual Tertiary Open Day on **Monday 7 May 2018**.

This Open Day is a great opportunity to visit our Dunedin campuses, attend talks from our academic schools, tour our impressive facilities, and visit the residential colleges. There will be fun, interactive sessions going on throughout the day, so come along and find out why Dunedin is such a great place to study!

Page ?	City ?	Pageviews ? ↓	Unique Pageviews ?	Avg. Time on Page ?	Entrances ?	Bounce Rate ?	% Exit ?
		75 % of Total: 0.01% (518,516)	65 % of Total: 0.02% (381,375)	00:03:23 Avg for View: 00:01:35 (114.58%)	4 % of Total: 0.00% (188,666)	50.00% Avg for View: 35.88% (39.37%)	40.00% Avg for View: 36.39% (9.93%)
1. /about-us/news-and-events/item/2003	Dunedin	24 (32.00%)	22 (33.85%)	00:01:39	0 (0.00%)	0.00%	25.00%
2. /about-us/news-and-events/item/2003	Christchurch	14 (18.67%)	9 (13.85%)	00:04:53	2 (50.00%)	50.00%	42.86%
3. /about-us/news-and-events/item/2003	Auckland	9 (12.00%)	8 (12.31%)	00:04:39	0 (0.00%)	0.00%	22.22%
4. /about-us/news-and-events/item/2003	Wellington	5 (6.67%)	5 (7.69%)	00:04:53	1 (25.00%)	100.00%	60.00%
5. /about-us/news-and-events/item/2003	Queenstown	4 (5.33%)	3 (4.62%)	00:05:57	1 (25.00%)	0.00%	25.00%
6. /about-us/news-and-events/item/2003	Tauranga	3 (4.00%)	3 (4.62%)	00:00:59	0 (0.00%)	0.00%	66.67%
7. /about-us/news-and-events/item/2003	(not set)	2 (2.67%)	2 (3.08%)	00:01:30	0 (0.00%)	0.00%	50.00%
8. /about-us/news-and-events/item/2003	Melbourne	2 (2.67%)	2 (3.08%)	00:01:05	0 (0.00%)	0.00%	50.00%
9. /about-us/news-and-events/item/2003	Whangarei	2 (2.67%)	1 (1.54%)	00:00:57	0 (0.00%)	0.00%	50.00%
10. /about-us/news-and-events/item/2003	Curitiba	1 (1.33%)	1 (1.54%)	00:00:16	0 (0.00%)	0.00%	0.00%

The report below, supplied by external analytics agency Meltwater, is a recent example of how an Otago Polytechnic website article often also generates social media activity (i.e. without any concerted social media campaign).



SOCIAL MEDIA

Social Media activity and engagement across all channels continues to be strong, benefiting from our varied content and high-quality approach to video and photography.

FACEBOOK

Having reached 10k page Likes on Facebook (achieved on 18 February), our page has grown by 1.5%, to 10,150k.

Popular posts included Otago Polytechnic's Graduation on 3 March, featuring Polaroid-type photos; and news of artist Michel Tuffery being commissioned to

produce a sculpture at Otago Polytechnic’s Forth St entrance. Details of both are included below.

Graduation

Post Details



Otago Polytechnic

added a new photo to the album Graduation

...

Polaroid March 2018 — at Otago Polytechnic

Published by Otago Polytechnic · 9 March at 15:42 ·



 **Get more likes, comments and shares**
Boost this post for \$4 to reach up to 1,300 people.

 4,902 people reached

Boost Post

 Kobi Oliver, Jo Kehoe Jenkins and 47 others

14 Comments

 Like

 Comment

 Share



Performance for your post

4,902

People Reached

518

Reactions, comments & shares

361	200	161
Like	On post	On shares
51	22	29
Love	On post	On shares
11	0	11
Haha	On post	On shares
1	0	1
Wow	On post	On shares
82	15	67
Comments	On Post	On Shares
13	0	13
Shares	On Post	On Shares

1,628

Post Clicks

756	0	872
Photo views	Link clicks	Other Clicks

19

Michel Tuffery



Performance for your post

11,020 People Reached

668 Reactions, comments & shares ⓘ

521 Like	260 On post	261 On shares
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89 Love	43 On post	46 On shares
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2 Haha	0 On post	2 On shares
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4 Wow	3 On post	1 On shares
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28 Comments	7 On Post	21 On Shares
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24 Shares	22 On Post	2 On Shares
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887 Post Clicks

256 Photo views	13 Link clicks	618 Other Clicks ⓘ
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INSTAGRAM

- 1902 followers; an increase of more than 50 on previous month
- Graduation posts remain our most popular posts.

NOTES

- **Te Pā Tauira – Otago Polytechnic Student Village:** A concerted effort has been made to capture the large-scale building project in feature form. The result is an 1800-word piece that will be published in NZ Construction News magazine in mid-late April, along with several images. In addition, the feature will form the basis of other media pitches, as well as be used on Otago Polytechnic's media channels. Respected architecture/building magazine Trenz is also featuring the project in its digital and print editions in April.
- **EduBits:** a large-scale marketing campaign is underway. Its core aim is to educate and inform employers and employees of the key aspects of the micro-credentials initiative. This involves editorials in KiaOra (Air NZ) magazine, animated videos for various platforms, and a wide range of digital messaging and advertising.

15. POLICY FOR APPROVAL

The Treasury Management Policy has undertaken a full rewrite.

The policy has been reviewed by the Finance and Audit Committee and is recommended for Council approval.

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: CP00XX.00
Title:	Treasury Management Policy	
Baldrige Criteria:	6 Operations	
Council Approval:	Approval Date:	Effective Date:
Previous Policy Number:	MP0302, CP0011	Review Date: February 2021
Contact Authority:	Secretary to Council	Status: Current

Purpose

The purpose of the Treasury Management Policy is to outline approved policies and procedures in respect of all treasury activity to be undertaken by Otago Polytechnic. To promote prudent, effective and efficient financial management and set out the treasury function, framework and related policy guidelines within which liquidity risk, cash and investments are managed by the Polytechnic.

All staff must be completely familiar with their responsibilities under the Policy at all times, adherence to the Policy is mandatory. Full compliance to the policy should be achieved within six months of the policy approval date.

Background

Otago Polytechnic is a risk averse organisation and therefore seeks to minimise risk arising from its treasury activities. It recognises that the appropriate management of treasury matters within a defined framework will both benefit and protect the organisation.

Activity that may be construed as speculative in nature is expressly forbidden.

Statutory Compliance

The Polytechnic is required to comply with the following relevant legislation:

- Crown Entities Act 2004
- Education Act 1989
- Public Finance Act 1989

Policy and Procedures

1. SCOPE

1.1. The Policy applies to all Polytechnic staff.

1.2. Treasury management activities and treasury risks are defined as:

- 1.2.1. Borrowing
- 1.2.2. Cash management
- 1.2.3. Interest rate risk management
- 1.2.4. Foreign exchange risk management
- 1.2.5. Short term investment.

2. OBJECTIVES

2.1. The objective of this Policy is to control and manage costs and treasury investment returns. In addition, the Policy will safeguard financial resources.

2.2. The Polytechnic will:

- 2.2.1. Minimise costs and risks in the management of its borrowing
- 2.2.2. Monitor and report on borrowing financial covenants and ratios under the obligations of lending arrangements, and Tertiary Education Commission ("TEC") requirements.
- 2.2.3. Ensure compliance with TEC and external borrowing approval requirements.
- 2.2.4. Minimise exposure to adverse wholesale interest rate movements.
- 2.2.5. Proactively manage interest rate risks.
- 2.2.6. Arrange and structure long-term funding at the lowest achievable interest

margin from debt lenders. Optimise flexibility and spread of debt maturity.

2.2.7. Invest, borrow and transact interest rate risk management instruments within an environment of control and compliance.

2.2.8. Monitor, evaluate and report on treasury compliance and performance in an accurate and timely manner to the Chief Executive, Finance and Audit Committee and the Council.

2.2.9. Minimise exposure to counterparty credit risk by dealing with and investing in credit worthy counterparties.

2.2.10. Ensure that all statutory requirements of a financial nature are adhered to.

2.2.11. Ensure adequate internal controls exist to protect the Polytechnics' financial assets, prevent unauthorised transactions, and project a professional image of financial and management control.

3. BORROWING ACTIVITY: the following borrowing criteria applies

3.1. All facilities and borrowing limits are to be approved by the Otago Polytechnic Council ("Council") as part of the annual budgeting process or by resolution of Council before the borrowing is implemented.

3.2. The Council approved borrowing amount will form the threshold limit of borrowings for management. Drawdown amounts must be in line with delegated authority limits, the exact timing and amount of drawdowns will be management's judgement.

3.3. All legal documentation in respect to borrowing, investment and financial instruments will be approved by the Polytechnic's solicitors prior to the transaction being executed.

3.4. The Polytechnic will not enter into any borrowings denominated in a foreign currency.

3.4.3.5. The Polytechnic will comply with TEC, and statutory and banking covenant requirements for gaining prior approval to borrowing.

4. MANAGEMENT RESPONSIBILITIES

4.1. Council has ultimate responsibility for ensuring that there is an effective framework for the management of treasury risks. Council decides the level and nature of risks that are acceptable, given the underlying objectives of the Polytechnic.

4.2. Council approves this policy and the annual financial budget (including borrowing).

4.2.1. The Finance and Audit Committee (FAC), a subcommittee of Council, has terms of reference to review and monitor this Policy, and report to the Council.

4.3. Council delegates overall responsibility for treasury management to the Chief Executive (CE) in line with policy *CP0005 Delegations from Council to the Chief Executive*.

4.4. The CE delegates management responsibility to the Chief Operating Officer (COO) in line with policy *MP0303 Authorities and Delegations from Chief Executive*.

4.5. The COO is responsible for the overall management of treasury within the Polytechnic. For listed responsibilities see Appendix A. The COO delegates day-to-day operations to the Director Business Services/Deputy Chief Operating Officer (DCOO).

4.6. The DCCO is responsible for the day-to-day management of treasury-related risks. For listed responsibilities see Appendix A.

- 4.7. The Senior Financial Analyst (FA) assists the DCOO with execution of hedging decisions and the day-to-day monitoring of the Polytechnic's borrowing, liquidity, foreign exchange and investment positions relative to the Council-approved policy limits and management's delegated authorities. For listed responsibilities see Appendix A.
- 4.8. The Accounts Officer (AO) is responsible for the checking and transactional processing of interest rate / foreign exchange hedging, investment and cash management transactions to separate the line of responsibilities and achieve segregation of duties away from the FA and DCOO. For listed responsibilities see Appendix A.

5. DELEGATION OF AUTHORITY AND AUTHORITY LINES

- 5.1. All delegated authorities and signatories must be reviewed at least annually to ensure that they are still appropriate and current.
- 5.2. A comprehensive letter must be sent to all bank counterparties at least annually to confirm details of all relevant current delegated authorities empowered to bind the Polytechnic.
- 5.3. Whenever a person with delegated authority on any account or facility leaves the Polytechnic, all relevant banks and other counterparties must be advised in writing in a timely manner to ensure that no unauthorised instructions are to be accepted from such persons.
- 5.4. Delegated authority limits: The Council has the responsibilities, either directly itself, or via the following-stated delegated authorities as specified in Appendix B.

6. DEBT MANAGEMENT

- 6.1. **Borrowing Objectives** - The Polytechnic's borrowing objectives are to balance; as follows:

- 6.1.1. Providinge ongoing liquidity and funding support to enable the Polytechnic to achieve its education objectives and financial strategy.
- 6.1.2. Minimisinge costs and risks in the management of ~~its~~ borrowing.
- 6.1.3. Arranginge and structuringe long-term borrowing at the lowest achievable interest margins and fees.
- 6.1.4. Optimisinge flexibility and spread of debt maturities.
- 6.1.5. Minimisinge funding risk.

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- 6.1.6. While c-Complyingy with bank lenders financial ratios and limits.

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- 6.2. **Liquidity / Funding risk** - control limits are as follows:

- 6.2.1. Sufficient liquid funds (cash and cash equivalents) and/or undrawn committed borrowing facilities are available for at least 112% of the 12 month forecast peak net funding requirement. Approved cash/treasury investments are set out in Appendix A.
- 6.2.2. Funds from related parties should not be included within the liquidity measure unless formal documentation of a committed debt facility/loan is executed between the parties.
- 6.2.3. ~~Committed credit approved bank facilities must be confirmed at least three months prior to the expiry date of an existing facility. Such action is to be reported and approved by Council.~~

- 6.2.4. ~~6.2.3.~~ -The maturity profile of the total committed funding in respect to all external borrowing, bank loans, term debt and committed bank facilities, is to be controlled by the following system and applies when external core

debt exceeds \$10 million:

Debt Tenor	Minimum (% of total debt)	Maximum (% of total debt)
0 to 2 years	0%	60%
2 to 5 years	20%	60%*
5 to 10 years	0%	40%*

*This limit can increase to 100% where facilities are flexible, with ability to repay with less than 30 days' notice without penalty (i.e. zero-cost right to terminate / repay).

6.2.5.6.2.4. The amount and expiry date of all bank loans, committed bank facilities, term debt will not exceed the maximum amount and term of the Consent to Borrow or Ministerial Determination of Exempt Borrowing (whichever is applicable).

6.2.6.6.2.5. Approved borrowing instruments are set out in Appendix C.

6.2.7.6.2.6. The maximum borrowing term is 10-years.

6.2.8.6.2.7. A maturity schedule outside these limits will require specific Council approval.

6.3. Financial Arrangements

6.3.1. Financial arrangements between the Polytechnic and a third party, including hire purchase and any leasing transactions, may not be entered unless approved by the Deputy COO.

6.3.2. The Polytechnic has entered into a Multi Option Credit Line (MOCL) agreement with its bank (Westpac New Zealand Limited) in order to ensure that funds are available to meet debt obligations.

6.4. Borrowing ratios and limits

6.4.1. Borrowing will be managed within the financial ratios and limits required by bank lenders and the TEC. Financial ratios and limits are outlined in Appendix B.

6.4.2. The FA ensures that these requirements are complied with at all times.

6.4.3. Where these limits are likely to be exceeded, prior approval of the Council, TEC and bank lenders is necessary.

6.5. Security arrangements

6.5.1. The Polytechnic's borrowing, interest-rate and foreign exchange risk management activities will be unsecured by way of a Deed of Negative Pledge.

6.5.2. Financial covenants may include ratios related to gearing and interest coverage.

6.5.3. The Polytechnic does not offer security by way of a charge over land and buildings. Physical assets may be secured where:

- There is a direct relationship between the borrowing and the purchase or construction of the asset, which it funds.
- The Polytechnic considers a charge over physical assets to be appropriate.
- Any pledging of physical assets must comply with all Treasury Management Policy, statutory and regulatory requirements.
- Bank lending may dictate a maximum percentage of specific assets (as a percentage of total assets) that specific security may be given e.g.15%.
- Approved by Council.

~~6.6. **Debt repayment** – Subject to maintaining appropriate liquidity levels, funds from fees/interest income, operating surpluses and asset sale proceeds, will be applied to the reduction of debt and/or a reduction in borrowing requirements, unless the Council specifically directs that the funds will be put to another use.~~

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7. SHORT TERM INVESTMENT

7.1. General Framework

7.1.1. The Polytechnic will utilise its treasury investment portfolio to meet operational funding requirements. Investment funds are sourced from operating cash surpluses arising from normal operations. The portfolio is short-term in nature given the need to fund the operational and capital spending requirements.

7.1.2. Section 203(4) of the Education Act 1989 provides that the Polytechnic must invest funds in accordance with s65I (1) and (2) of the Public Finance Act 1989. The intention is that the Polytechnics' investment powers are conservative and risk averse.

7.1.3. The Polytechnic recognises that all investments held, should be low risk which generally means lower returns.

7.2. Investment objectives

7.2.1. In its financial investment activity, the Polytechnics' primary objective when investing is the protection of its investment capital and that a prudent approach to risk/ return is always applied within the confines of this Policy.

7.2.2. Treasury investments are arranged to provide sufficient liquid funds for planned expenditures and allow for the payment of obligations as they fall due.

7.3. Related entities and subsidiaries - Under the Public Finance Act, s65I (1), the Polytechnic is permitted to provide funding to related entities and subsidiaries for purposes that are not for monetary gain, i.e. educational. If the purpose is for monetary gain, Ministerial approval is required.

7.4. Treasury investment maturity limits

~~7.4.1. The following controls are designed to manage maturity risk on the treasury investment portfolio. The primary objective of the treasury investment portfolio is to match the portfolio's maturity term to planned dates and timing of expenditure thereby ensuring that investments are available when required. There is no separate management of interest rate risk.~~

7.4.1. The Polytechnic will hold at least \$50,000 NZD in the current account, with surplus cash automatically swept/offset to an interest bearing overnight call account. Alternatively the Polytechnic will arrange with its bankers for the call account interest rate to be paid on all current and call bank accounts.

7.4.2. ~~A further~~ \$500,000 NZD should always be available within 30 days.

7.4.3. To ensure the matching of treasury investments to expenditure, investment terms are no more than 12 months. The control limits are as follows:

Period	Minimum	Maximum
0 to 3 months	50%	100%
3 to 12 months	0%	50%

8. RISK RECOGNITION / IDENTIFICATION / MANAGEMENT: ~~The definition and recognition of interest rate, liquidity, funding, treasury investment, counterparty credit, operational and legal risk are detailed below.~~

8.1. Interest rRate rRisk recognition

8.1.1. Interest rate risk is the risk that borrowing costs (due to adverse movements in market interest rates) will materially exceed planned/budgeted projections, adversely impacting cost control and capital investment decisions, returns and feasibilities.

8.1.2. The primary objective of interest rate risk management is to reduce uncertainty relating to interest rate movements through fixing of borrowing costs. High levels of certainty around borrowing costs over multiple years are to be achieved through the pro-active management of underlying interest rate exposures.

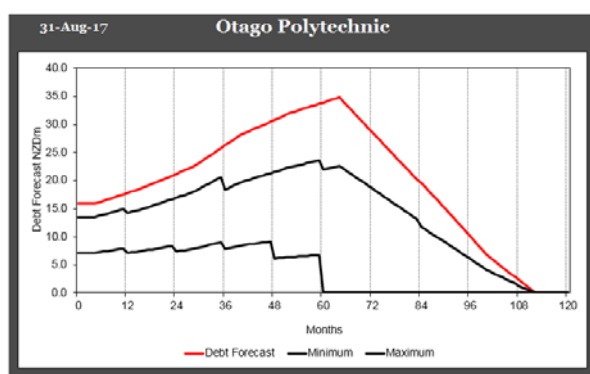
8.1.2.

8.2. Borrowing interest rate limits

8.2.1. The following risk control limits will only apply where 12 month forecast core external debt exceeds \$10 million. Exposure to interest rate risk is managed and mitigated through the risk control limits below. The Polytechnic's core external debt should be within the following fixed/floating interest rate risk control limits (forecast debt amounts have been added to illustrate position):

Debt Interest Rate Policy Parameters (calculated on rolling monthly basis)					
Debt Period Ending	Debt Amount (NZDm)	Minimum Fixed	Maximum Fixed	Actual Fixed	Compliant (Y/N)
Current	15.9	45%	85%		
Year 1	18.8	40%	80%		
Year 2	22.4	35%	80%		
Year 3	28.2	30%	70%		
Year 4	32.1	20%	70%		
Year 5	34.8	0%	65%		
Year 6	25.6	0%	65%		
Year 7	16.5	0%	60%		
Year 8	6.9	0%	60%		
Year 9	0	0%	55%		
Year 10	0	0%	50%		

8.2.2. The resulting interest rate risk profile limits based on the existing forecast debt profile is represented as follows:



- "Fixed Rate" is defined as an interest rate repricing date beyond 12 months forward on a continuous rolling basis.
- "Floating Rate" is defined as an interest rate repricing within 12 months.

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- “Core debt” is defined as drawn debt not expected to be repaid within the next 12 months (i.e. excluding working capital).
- The percentages are calculated on the rolling 12 month forecast core debt amount calculated by management (signed off by the COO). This allows for pre-hedging in advance of projected physical drawdown of new/refinanced debt. When approved forecasts are changed, the amount of fixed rate/hedging in place may have to be adjusted to ensure compliance with Policy minimums and maximums.
- Floating rate debt may be spread over any maturity out to 12 months.
~~Bank funding periods for physical debt may be for a maximum term of 12 months.~~
- Approved financial instruments are listed in Appendix C.

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8.3. Foreign exchange risk

~~8.3.1. Foreign exchange exposures are recognised and managed when total monthly net payments or individual currency amount exceeds NZD 100,000. For details see Appendix G.~~

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8.3.8.4. Counterparty credit risk

~~8.3.1. Counterparty credit risk is the risk of losses (realised or unrealised) arising from a counterparty defaulting on funds on deposit and financial instrument where the Polytechnic is a party.~~

~~8.3.2.8.4.1. Treasury related transactions are only entered into with organisations specifically approved by the Council. Counterparties and limits can only be approved on the basis of long-term/equivalent credit ratings (Standard & Poor's, Fitch or Moody's) being A+ (Crown Entities Act requirement) or above, or a short-term rating of A-1 or above.~~

~~8.3.3. The Polytechnic's financial exposure to any one counterparty may not exceed \$10 million. The total exposure is measured at month end reporting, and includes the exposure of investments and current credit exposure amount for interest rate and foreign exchange derivatives.~~

~~8.3.4.8.4.2. Counterparty credit limits have been determined by the following instrument weightings:~~

- Investments (e.g. Bank Deposits) – Transaction Notional x Weighting 100%.
- Interest Rate Risk Management (e.g. swaps, FRAs) – Transaction Notional x (Maturity (years) x 3%).
- Foreign Exchange – Transactional face value amount x (the square root of the Maturity (years) x 15%).

~~8.3.5.8.4.3. Approved counterparties are listed in Appendix D.~~

~~8.3.6. Bank borrowing will be from NZ registered banks that have a long-term/equivalent credit rating (Standard & Poor's, Fitch or Moody's) of A+ or above.~~

~~8.3.7.8.4.4. Credit ratings should be reviewed by the FA on an ongoing basis and in the event of a credit rating downgrade should be immediately reported to the DCOO and assessed against policy limits.~~

~~8.3.8. Counterparties exceeding limits should be reported to the Council.~~

~~8.3.9. If a credit ratings downgrade is to a level below A+, the deposit and/or financial instruments are closed down and replaced. If this were to occur, management would propose a solution to Council to progressively reduce the exposure in the most cost effective manner.~~

~~8.3.10. If the credit ratings downgrade is from AA- or higher to A+, the exposure~~

~~amount is assessed to comply with A+ limits.~~

8.4.8.5. Operational risk

~~8.4.1.8.5.1.~~ Operational risk is the risk of loss as a result of human error (or fraud), system failures and inadequate procedures and controls.

~~8.4.2.8.5.2.~~ Operational risk is minimised through the adoption of all requirements of this Policy.

8.5.8.6. Segregation of duties

~~8.5.1.8.6.1.~~ As there are a small number of people involved in the treasury function, adequate segregation of duties among the cash management, treasury investment, borrowing and risk management functions of deal execution, confirmation, settling and accounting/reporting is not strictly achievable.

~~8.5.2.8.6.2.~~ The risk will be minimised by the following process:

- The Accounts Officer (AO) reports directly to the COO on any treasury irregularities and is not involved in the execution of treasury transactions.
- There is a documented approval process for cash management, borrowing, treasury investment and interest/foreign exchange rate activity.
- The Accounts Officer (AO) reports immediately to the COO if Policy limits are breached. Where the irregularity relates to a COO approved transaction, report to the CEO directly.

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8.6. Procedures and organisational controls.

~~8.6.1.~~Procedural and organisational controls relate to the segregation of duties, internal controls and cross checks to better ensure the bona fide nature of treasury activity.

~~8.6.2.~~The controls should include:

- Regular management reporting.
- Regular risk assessment, including review of procedures and controls as directed by the Council or Finance and Audit Committee.
- Organisational, systems, procedural and reconciliation controls to ensure:
 - All cash management, borrowing, treasury investment and risk management activity is bona fide and properly authorised.
 - Checks are in place to ensure accounts and records are updated promptly, accurately and completely.
 - Risk positions are updated, reviewed and reported on a regular basis.
 - All outstanding transactions are re-valued regularly (quarterly) and independently of the execution function to ensure accurate reporting and accounting of outstanding exposures and hedging activity.

8.7. Legal risk

~~8.7.1.~~ Legal and regulatory risks relate to the unenforceability of a transaction due to an organisation not having the legal capacity or power to enter into

the transaction usually because of prohibitions contained in legislation.

8.7.2. While legal risks are more relevant for banks, the Polytechnic may be exposed to such risks, in the event that they are unable to enforce its rights due to deficient or inaccurate documentation.

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8.7.2.

8.7.3. The Polytechnic will seek to minimise this risk by:

- Ensuring all Polytechnic authorities in regards to treasury transactions are approved as required by legislation.
- The use of standing dealing and settlement instructions (including bank accounts, authorised persons, standard deal confirmations, contacts for disputed transactions) to be sent to counterparties.
- The matching of third party confirmations and the immediate follow-up of anomalies.
- The use of expert advice.

8.8. Agreements

8.8.1. Funding arrangements, investments and financial instruments can only be entered into with banks that have an approved and executed legal agreement or ISDA Master Agreement.

8.8.2. The Polytechnic's internal/appointed legal counsel must sign off on all legal documentation.

8.9. Financial and other obligations

8.9.1. The Polytechnic must not enter into any transactions where it would cause a breach of financial covenants/ratios under existing contractual arrangements.

8.9.2. The Polytechnic must comply with all obligations and reporting requirements under existing funding facilities and legislative requirements.

8.9.3. Bank lending and TEC ratios and covenants are included within Appendix E.

9. CASH MANAGEMENT

9.1. The FA has the responsibility to carry out the day-to-day cash management activities.

9.2. All cash inflows and outflows pass through bank accounts controlled by the finance function.

9.2.1. The FA will calculate and maintain rolling cash flow forecasts. These cash flow forecasts determine the Polytechnics' borrowing requirements and surpluses for investment. Forecasts are linked to approved financial budgets and plans where relevant.

9.2.2. On a daily basis the FA electronically downloads all bank account information.

9.2.3. The FA, co-ordinates all daily cash inflows and outflows with the objective of managing the cash position within approved parameters.

9.2.4. The FA, upon approval of the COO/DCOO executes all cash management and treasury investment transactions.

9.2.5. Sufficient liquid funds (cash and cash equivalents) and/or undrawn committed borrowing facilities are available for at least 112% of the 12 month forecast peak net funding requirement.

~~9.2.6. Liquid funds are either held in overnight bank cash deposits, registered certificates of deposit or bank term deposits maturing within a three month period.~~

9.3. To ensure an efficient and effective cash management function the FA:

9.3.1. Matches future cash in/out flows to smooth the overall timeline profile.

9.3.2. Minimises fees and bank charges by optimising bank account/facility structures.

9.3.3. Maximises the return from available funds by ensuring significant payments are made within the creditor's payment terms, but no earlier than required, unless there is a financial benefit from doing so.

9.3.4. Reports detailed actual cash flows during the month compared with those budgeted.

9.3.5. Maintains accurate cash flow forecasts.

10. TREASURY REPORTING

10.1. Treasury reporting must achieve coverage of the following major information/reporting objectives:

10.1.1. Risk exposure position: The Polytechnics' current risk position and profile for all the financial market variables it is exposed to. The positions include underlying exposures, hedges in place and the actual net risk position against approved policy control limits.

10.1.2. Risk management performance: Actual performance achieved against agreed benchmark rates.

10.1.3. Counterparty risk position.

10.1.4. Policy compliance: Reports that confirm conformity to Policy risk control limits and report non-compliance of Policy by exception.

10.2. Type of report, prepared by, and recipient are listed in Appendix F.

11. ESCALATION PROCESS

~~10.2. 11.1. Breach of policy requires immediate notification to the CEO and the Chair or the FAC and reporting to Council at the next Council meeting.~~

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Related Policies, Forms and Documents CP0005 Delegations from Council to the Chief Executive
MP0303 Authorities and Delegations from Chief Executive

Approved by Council
Date:

Appendix A: MANAGEMENT RESPONSIBILITIES

Chief Operating Officer (COO)

- In conjunction with the Executive Leadership Team (ELT), develop the annual financial budget and long-term financial strategy/plans
- Manage the long-term financial position as outlined in the financial plan/strategy.
- Ensure policy limits, management procedures and policies are implemented and complied with in accordance with the Policy.
- Primary responsibility for managing bank relationships. Negotiation of bank funding and financial market dealing facilities if/when applicable.
- Recommend changes to the Policy to the FAC.
- Refinancing of existing bank loan/facilities upon obtaining Council approval.
- Approve borrowing, interest rate risk management and cash management strategies within approved risk control limits and delegated authority limits.
- Approve any allowable foreign exchange hedging within approved risk control limits and delegated authority limits.
- Sources external advice in regard to foreign exchange transactions greater than \$100,000.
- Propose new counterparties and counterparty limits to Council.
- Conduct an annual review of the Policy, treasury procedures and counterparty limits.
- Approve all amendments to the Polytechnic's records arising from checks to external bank counterparty confirmations.
- Responsible for providing timely, high quality information on key financial and treasury activities of the Polytechnic to FAC and the Council (detailed in Appendix D).

Director Business Services/Deputy COO - Responsibilities include:

- Reporting to the COO on treasury matters. Advise the CEO and COO of significant treasury events.
- Executing borrowing, interest rate risk management, cash management and foreign exchange risk management transactions in accordance with approved risk control limits and delegated authority.
- Primary responsibility for monitoring risk positions within approved risk control limits.
- Propose new borrowing requirements and strategies to the COO for consideration and approval.
- Approving borrowing, interest rate risk management, cash management and foreign exchange risk management transactions in accordance with approved risk control limits and delegated authority.
- Review treasury reporting from the Financial Accountant and provide regular reporting to the COO.
- Monitor and review the performance of the treasury function in terms of achieving its objectives.
- Provide reports detailing appropriate forecast cash flows during the month and comparing actuals to those budgeted.
- Ensure efficient cash management through improvement to accurate forecasting using appropriate modelling.
- To take into account any financial considerations relevant to any new subsidiary/associate entities added to the Otago Polytechnic Group.

- Review and make recommendations on all aspects of the Policy to the COO, including dealing limits, approved instruments, counterparties, and general guidelines for the use of approved financial instruments.

Senior Financial Analyst (FA) - Responsibilities include:

- Monitor treasury exposures on a regular basis, including current and forecast cash position, cash and investment portfolio, interest rate risk profile and foreign exchange rate exposures.
- Design and recommend borrowing, liquidity, cash management and risk management strategies.
- Monitor credit ratings and credit exposure amount of approved counterparties.
- Complete the short and medium-term cash flow forecasts.
- Account for all treasury transactions in accordance with legislation and generally accepted accounting principles.
- Generate treasury reports.
- Check compliance against policy limits and prepare treasury reports.
- Ensure internal communication channels and systems for identifying, notifying and recognising treasury exposures are efficient, accurate and working.
- Arranging pricing and deal details with banks for treasury investments or interest rate instruments as requested by the DCOO or COO
- Executing day-to-day cash management, interest rate and foreign exchange transactions with the Polytechnic's bankers in accordance with approved risk control limits and delegated authority of the FA. In the event that the daily limit exceeds the FA delegated authority, authority must be granted by the COO or CEO respectively.
- Execute treasury transactions (borrowing, interest rate risk management and cash management transactions in accordance with set limits and authorities).

Accounts Officer (AO) - Responsibilities include:

- Settlement of investment, foreign exchange and interest rate management transactions.
- Check all treasury deal confirmations received from bank counterparties against internal deal documentation and report any irregularities immediately to the COO. Where the irregularity relates to a COO approved transaction, report to the CEO directly.

Appendix B: DELEGATED AUTHORITY LIMITS

Activity	Delegated authority	Parameters
Approving and changing Treasury Management Policy	Council	Unlimited (subject to statutory limitations)
Approve borrowing programme	Council	Subject to statutory and TEC approvals/ limitations
Acquisition/disposition of assets (non-financial)	Council	Subject to statutory approvals/ limitations
Approval to charge assets as security	Council	Subject to statutory and TEC approvals/ limitations
Transfer/register security	Council	Subject to statutory and TEC approvals/ limitations
Approving transactions outside Policy	Council	Subject to statutory and TEC approvals/ limitations
Approve treasury counterparties	Council	N/A
Approve new borrowing and bank loans/facilities	Council	Per borrowing resolution
Re-financing existing borrowing and bank loans/facilities	COO	In accordance with the Policy's risk control limits
Authorising signature list	COO	N/A
Opening/closing bank accounts	COO	N/A
Overall day-to-day treasury management	CEO	In accordance with the Policy's risk control limits
Approve borrowing and lending arrangements from/to related entities	COO	Subject to statutory limitations
Approving financial arrangements between third parties including hire purchase and lease transactions	COO	Subject to statutory limitations
Adjust debt interest rate position	COO	In accordance with the Policy's risk control limits
Managing debt/investment maturity profile	COO	In accordance with the Policy's risk control limits
Annual review of Policy	COO	N/A
Ensuring compliance with Policy	COO	N/A
Approval of short-term investment of funds (Daily limit)	Council CEO COO DCOO FA	Council – unlimited (subject to statutory limitations) CEO <\$10m (12 months) COO <\$10m (12 months) DCOO <\$7m (12 months) FA <\$7m (12 months)
Approval of term borrowings – Budgeted (Daily limit)	Council CEO COO	Council – unlimited (subject to statutory limitations) CEO <\$10m (up to 10-years) COO <\$5m (up to 10-years)
The limit excludes interest rate rollovers on new and existing drawn debt.		
Approval of term borrowings – Not budgeted (Daily limit)	Council	Council – unlimited (subject to statutory limitations) CEO <\$2.5m (up to 10-years) COO <\$1m (up to 10-years)
Although not budgeted still within approved facility limits		
Approval of working capital borrowing (Daily limit)	Council CEO COO DCOO	Council – unlimited (subject to statutory limitations) CEO <\$5m (<90 days) COO <\$5m (<90 days) DCOO <\$3m (<90 days)
The limit excludes interest rate rollovers on new and existing drawn debt.		
Hedging of Interest Rate Risk (Daily limit)	Council CEO	Council – unlimited (subject to statutory limitations)
The limit excludes interest rate rollovers on existing swap transactions.	COO	CEO <\$10m (up to 10-years) COO <\$5m (up to 10-years)
Hedging of foreign exchange exposures (Daily limit)	Council CEO COO DCOO	Council – unlimited (subject to statutory limitations) CEO <\$0.5m (12 months) COO <\$0.25m (12 months) DCOO <\$0.25m (12 months)

Appendix C: APPROVED FINANCIAL INSTRUMENTS

Category	Instrument
Working capital and core borrowing	<ul style="list-style-type: none"> Bank overdraft Committed bank cash advance/revolving facilities Bank term loans and term loan facilities Medium Term Notes (MTN) and Floating Rate Notes (FRN) (up to 5-years) Related party borrowings (up to 12 months)
Cash and treasury investments (less than 12 month maturities)	<ul style="list-style-type: none"> Bank bills (up to 90 days) Bank term/call deposits Registered Certificates of Deposit (RCD)
Interest rate management (borrowing only)	<p>Forward rate agreements ("FRAs") on:</p> <ul style="list-style-type: none"> Bank bills <p>Interest rate swaps including:</p> <ul style="list-style-type: none"> Forward start swaps Swap extensions and shortenings <p>Interest rate options on:</p> <ul style="list-style-type: none"> Bank bills (purchased caps and one for one collars) Interest rate swaptions (purchased swaptions and 1:1 collars only) Floating and fixed rate bank loans
Foreign exchange management	<ul style="list-style-type: none"> Spot foreign exchange Forward exchange contracts (including par forwards) Foreign currency deposit account Purchased options and collars (1:1 collar structures)

Any other financial instrument must be specifically approved by the Council on a case-by-case basis and only be applied to the one singular transaction being approved. Ministerial approval may also be required (e.g. finance leases).

Use of approved financial instruments (subject to statutory and TEC requirements):

- Interest rate and foreign exchange options must not be sold outright.
- 1:1 collar option structures are allowable, whereby the sold option is matched precisely by amount and maturity to the simultaneously purchased option. During the term of the option, only the sold side of the collar can be closed out (i.e. repurchased) otherwise, both sides must be closed simultaneously. The sold option leg of the collar structure must not have a strike rate "in-the-money".
- Interest rate options with a maturity date beyond 12 months that have a strike rate higher than 2.00% above the appropriate swap rate, cannot be counted as part of the fixed rate/hedged percentage calculation.

Appendix D: APPROVED COUNTERPARTIES

The counterparty must have received formal ministerial approval as required by the Crown Entities Act 2004 and meet the criteria set out in the section 158(1) of the Act. Approved counterparty credit limits are as follows:

Counterparty / Issuer	Minimum long term / short term credit rating	Investments maximum per counterparty (\$m)	Risk management instrument maximum per counterparty (\$m)	Total maximum per counterparty (\$m)*	Total maximum per counterparty (as % of equity - \$98m)*
NZ Government	N/A	Unlimited	none	Unlimited	Unlimited
ANZ	AA-/ A-1	10.0	10.0	20.0	20%
ASB	AA-/ A-1	10.0	10.0	20.0	20%
BNZ	AA-/ A-1	10.0	10.0	20.0	20%
WPC	AA-/ A-1	10.0	10.0	20.0	20%
Kiwibank	A/A-1	5.0	5.0	10.0	10%
This summary list will be expanded on a counterparty named basis which will be authorised by the Council					

The total weighted exposure is measured at month end reporting, and includes the total weighted exposure of investments and current credit exposure amount for interest rate and foreign exchange derivatives for all bank counterparties.

*The total maximum per counterparty (either as \$m or % of equity) that is lower should be used.

Appendix E: BANK AND TEC FINANCIAL RATIOS AND LIMITS (per existing arrangements)

Bank lenders ratio:

Measure	Limit
Total Debt to Total Debt plus Equity Ratio (total debt to total debt plus total equity)	<ul style="list-style-type: none"> Ratio cannot exceed 35% at any point in time
Earnings to Funding Costs (consolidated net profit before funding costs, income tax and extra ordinaries ¹ /interest, charges and fees related to funding)	<ul style="list-style-type: none"> Earnings for each financial year are not less than 2.0x Otago Polytechnics Funding Costs for that financial period

TEC Financial Covenants:

Measure	Limit
Current Maximum Term Borrowing Limits	<ul style="list-style-type: none"> 1 January 2017 to 31-December 2017 NZD 20 million 1 January 2018 to 31-December 2018 NZD 20 million 1 January 2019 to 31-December 2019 NZD 20 million 1 January 2020 to 31-December 2020 NZD 17 million 1 January 2021 to 31-December 2021 NZD 14 million 1 January 2022 to 31-December 2022 NZD 10 million 1 January 2023 to 31-December 2023 NZD 6 million 1 January 2024 to 31-December 2024 NZD 3 million 1 January 2025 to 31-December 2025 NZD 0 million
Leverage Ratio (Net Debt/EBITDA ²) (interest bearing liabilities minus cash or cash equivalents/EBITDA)	<ul style="list-style-type: none"> No more than 3.5x during the period (January 2017 – 31 December 2025) the Consent is in place
Debt Equity Gearing Ratio (bank borrowing plus finance lease borrowing/ bank borrowing plus finance lease borrowing plus equity)	<ul style="list-style-type: none"> Ratio of 20% or less during the period (January 2017 – 31 December 2025) the Consent is in place
Interest Cover Ratio (EBIT ³ before unusual and non-recurring items/ interest paid)	<ul style="list-style-type: none"> Not less than 3.0 x for each year the Consent remains in place
Net Surplus Ratio (net surplus before unusual and non-recurring items to total revenue)	<ul style="list-style-type: none"> At least 2.5% in each year the Consent remains in place
Cash Flow from Operations Ratio (operating cash receipts/operating cash payments)	<ul style="list-style-type: none"> Ratio of at least 111% each year the Consent remains in place
Liquidity Ratio (cash and cash equivalents ⁴ ; plus any undrawn committed borrowing facilities that would not result in a breach if drawn down / cash outflow from operations)	<ul style="list-style-type: none"> At least 8.0% or higher (measured against during the 12 month forecast peak net funding as long as the Consent remains in place)

The above ratios will be measured against year-end audited financial results at the Otago Polytechnic Consolidated Group level.

In addition to the above Financial Covenants, the TEC consent to borrow provides for Monitoring Covenants, which, when triggered by actual or forecast performance, The Polytechnic will supply a paper to [FAC Council](#) covering the issue. The Polytechnic will also supply TEC a copy of this paper and the minutes from the meeting indicating the [FAC Council](#)'s response.

*When referring to cash and cash equivalents, we would typically call these liquid funds, but for consistency with the TEC covenants, we will call these cash and cash equivalents.

Cash and cash equivalents are unencumbered assets defined as being:

- Overnight Bank cash deposits
- Wholesale/retail bank term deposits no greater than 30 days
- Bank issued RCD's less than 181 days

¹ Extra ordinaries are items that are not expected to occur frequently and are distinct from your ordinary operations

² Earnings Before Interest, Tax, Depreciation and Amortisation (EBITDA)

³ Earnings Before Interest and Tax (EBIT)

Appendix E: (cont)

Statutory requirements

The Polytechnic must comply with Section 200 of the Education Act 1989, which prescribes that:

- The Council of an institution may establish, maintain and operate bank accounts in the name of the institution at any registered bank or any registered building society with which a Crown entity may establish, maintain, or operate a bank account under section 158 of the Crown Entities Act 2004.
- As soon as is practicable after receiving any money, the Council shall pay it into one or other of the institution's bank accounts.
- The Council or delegated authority shall properly authorise every withdrawal and payment of money from any of the institution's bank accounts.

The following must be paid into a Crown Bank Account:

- All interest received from the investment; and
- All money received from the redemption or maturity of the investment; or the sale or conversion of the securities.

Under the Education Act 1989, the Polytechnic is also required to target and maintain a number of financial metrics / ratios subject to the Tertiary Education Commission (TEC) definitions. The TEC's reporting regime, the Tertiary Education Institution Financial Monitoring (TEIFM) return focuses on a range of financial targets, of which several are directly applicable to the management of treasury risks. The Polytechnics' consent to borrow articulates the specific Financial and Monitoring Covenants which apply to the Consent granted.

Appendix F: TREASURY REPORT

The COO is responsible for providing timely, high quality information on key financial and treasury activities of the Polytechnic to Management, the FAC and the Council. These reports will be prepared by the DCOO and FA. The following treasury management reports cover up to date information about:

- Revenue, expenditure assets and liabilities performance against budget
- Current and forecast cash flow position
- Actual and forecast capital expenditure against budget
- Invested funds
- Current and projected borrowings and interest rates
- Any hedging activity including external advice on the same
- Bank governance and compliance with covenants
- Any changes in the credit ratings of the Polytechnics' bankers
- Performance against financial criteria set by government agencies
- Any Policy breaches and mitigating actions; and
- Any other matters that may impact on the financial management, performance or risks of the Polytechnic.

Report	Frequency	Prepared by	Recipient
Treasury Exceptions Report	As required	DCOO	COO
Treasury Report Investment limits Borrowing limits Funding and Interest Position Funding facility/usage New treasury transactions Cash flow forecast report Liquidity position/limit Foreign exchange Counterparty credit Financial ratios (TEC and bank) Investment Schedule Treasury Exceptions Report	Monthly	DCOO / FA	<ul style="list-style-type: none"> • Senior management team- (CEO, COO) • Finance and Audit Committee
Treasury Report Investment limits Borrowing limits Funding and Interest Position Funding facility/usage New treasury transactions Cash flow forecast report Liquidity position Foreign exchange Counterparty credit Financial ratios (TEC and bank) Derivative valuations Treasury performance Market/strategy commentary/update Treasury Exceptions Report	Quarterly or relevant meeting date	DCOO / FA	<ul style="list-style-type: none"> • Finance and Audit Committee • Council

~~*Tracking of cash flow and debt levels compared to plan and the reasons for divergence and updated future cash/debt projections.~~

~~**Monitor of the current compliance with borrowing, cash management, liquidity, counterparty credit, financial ratio and risk management (interest rate and foreign exchange) limits.~~

Appendix G: FOREIGN EXCHANGE RISK

10.2.1.

- Foreign exchange risk is defined as the adverse impact on the NZD expenses and asset purchases (e.g. costs related to international students, purchase of library supplies, IT equipment etc.) from foreign exchange rate movements.
- Foreign exchange exposure based on continually updated forecast payments is recognised on the basis of:
 - Forecast payments, based on 12-month rolling payment forecasts for each currency, reviewed and updated quarterly or as appropriate and incorporating materiality thresholds (total annual net foreign currency exposures greater than NZD 2.5million and individual net foreign currency exposures greater than NZD 100,000). Any foreign exchange receipts are netted against same currency payments.
 - Value in currency of payment.
 - Month or date of purchase.
 - Value expressed in NZD calculated at market exchange rates prevailing on the day of recognition.
- Foreign exchange exposures are recognised and managed when total monthly net payments or individual currency amount exceeds NZD 100,000.

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8. MATTERS FOR NOTING

8.1 Council Calendar

8.2 Executive Leadership Team Conflict of Interest Register

8.3 Minutes

8.3.1 Academic Board 13 February and 13 March 2018

8.3.2 Komiti Kawanataka 14 February

COUNCIL CALENDAR 2018 - 19

Meeting/Event	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2019	Feb
Audit Process												
Interim												
Signoff		13 April										
Forecast				1 June								
Budget												
Council Meeting Fridays	2 Mar	13 April OPAIC	4 May	1 June Placeholder	6 July	3 Aug Moeraki	7 Sept Placeholder	5 Oct	2 Nov	7 Dec Placeholder		1 Feb
Departmental Visits				1 June A Block Trades			7 Sept Food Design/ Manaaki					
Evaluation - Review - Report												
Function										14 Dec		
Photo			4 May									
Fees Set												
International				1 June								
Domestic								5 Oct				
Finance and Audit Ctee	1 Mar	12 April OPAIC 2pm	4 May 8am 31 May		6 July 8am	2 Aug	6 Sept	4 Oct	1 Nov	6 Dec	31 Jan	28 Feb

Meeting/Event	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2019	Feb
Graduation	9 Mar									14 Dec		
Maori Pre-Grad	8 Mar									13 Dec		
Komiti Kawanataka Thurs at 8am	15 Mar	19 April	3 May 31 May		5 July	2 Aug	6 Sept	4 Oct	1 Nov	6 Dec	31 Jan	28 Feb
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy								4 Oct				
Strategy Workshop Approval												
OP Events			11 May 5.30pm Disting. Alumni Awards				3 Sept Spring Breakfast			7 Dec OP Staff Christmas Party		



OTAGO POLYTECHNIC CONFLICT OF INTEREST REGISTER – STRATEGIC LEADERSHIP TEAM

Register to be maintained for the Strategic Leadership Team and kept by the Chief Executive's office as per policy CP0012.02 Conflict of Interest.

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
31 January 2017	Jo Brady	Board Member, Te Au Turoa Dunedin Wildlife Hospital	None		
7 March 2016	Philip Cullen	City College Trustee Cliffs Road Trading Board Member: – OP Auckland International Campus Ltd	OP is 1/3 shareholder Potential only		
2 February 2018	Janine Kapa	Board Member: – Otago Boys' High School – Otago Youth Wellness Trust – A3 Kaitiaki Ltd – KUMA (Southern Māori Business Network) Member, Kāti Huirapa Rūnaka ki Puketeraki (whānau) Matt Blair, Lecturer, OISA (spouse)	Feeder school/possible competitor Potential only Potential for similar clientele Potential for bias Potential for bias	Pecuniary Non-pecuniary Pecuniary Non-pecuniary Non-pecuniary	Proceed with: • caution & sensitivity • honesty & integrity Confidential information remains confidential

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
26 February 2018	Phil Ker	Board Member: <ul style="list-style-type: none"> – Malcam Trust – TANZ – TANZ eCampus Limited – OP Auckland International Campus Ltd – Postsecondary International Network – World Federation of Colleges and Polytechnics OPAIC Limited Partnership (Chief Executive of OP as Partner) Convenor – selection panel for National Tertiary teaching Excellence Awards Glenys Ker, Programme Leader Capable NZ - spouse	Possible subcontractor Possible competitor Possible bias Personal interests	Pecuniary Non-pecuniary Both	Transparency Non participation re OP candidates OP Policy
13 June 2017	Oonagh McGirr	None			
2 February 2018	Chris Morland	SIGNAL ICT Grad School Ellen Morland, OP staff member spouse	Possible competitor Personal interest	Pecuniary Both	Transparency OP Policy



Academic Board

Minutes of the Academic Board meeting held on 13 February 2018

Present: Sue Thompson (Chair), Megan Gibbons, Lesley Smith, Oonagh McGirr, Janine Kapa (apol left briefly), Linda Kinniburgh, Marc Doesburg, Brayden Murray, Ron Bull, Sally Baddock (apol lateness), Chris Morland (apol left early)

In Attendance: Pam Thompson (Secretary)

Apologies: Phil Ker, Leoni Schmidt, David McMaster

Agreed Sue Thompson / Oonagh McGirr

Quorum (9) achieved

NOTE: appointments scheduled that clash with Academic Board - please address with schedulers of other meetings. AcBd is the second Tuesday of each month, some will be electronic but all scheduled as full meeting appointments sent November 2017 for 2018.

1. Previous minutes:

A108/17 AB Minutes 14 November 2018 for approval as true and correct record and matters arising.

Matters/Actions arising: None

Recommendation: That Academic Board approve the minutes of 14 November 2018 as a true and correct and noting the matters arising.

Agreed: Chris Morland / Linda Kinniburgh

A114/17 AB electronic meeting minutes 6 December 2017 for approval as true and correct record

Matters/Actions arising: None

Recommendation: That Academic Board approve the minutes of 6 December 2018 as a true and correct.

Agreed: Linda Kinniburgh / Megan Gibbons

2. **A01.18** Type 1 change and Certificate of Proficiency Enrolments

Discussion around:

- AIC Bachelor of Applied Management outcomes - Lesley expressed concern that the BAppMgt needs differentiation between AIC and Dunedin and Learner Capability work - possible name change or separate degrees going forward?
- Monitor change pending for BAppMgt – we are applying to NZQA for monitoring by Annual Programme Evaluation and Review
- Ongoing discussions around BAppMgt course learning outcomes and peer review to continue outside AcBd.

Recommendation 1: That Academic Board approves the Type 1 Changes as listed.

Agreed: Oonagh McGirr / Sally Baddock

Recommendation 2: That Academic Board approves the individual Paths of Study for Certificate of Proficiency enrolments as listed.

Agreed: Sue Thompson / Lesley Smith

3. **EduBit Schedules for approval**

A reminder that EduBits can be for component parts of existing courses, are assessment only, and credit values can vary.

A02.18 EduBit Schedule for approval – internal only as the outcomes are in existing approved courses

Recommendation: That Academic Board approves the EduBit schedule as listed.

Agreed: Sue Thompson / Marc Doesburg

A03.18 EduBit Schedule for approval – for NZQA approval

Actions (QEC):

- clarify with developer why the EduBit Burns Lodge: Volunteer Fundamentals is not generic i.e. drop the Burns Lodge
- check Te Reo course - does this need to go to NZQA as the outcomes are already in an approved OP course

Recommendation: That Academic Board approves the EduBit schedule as listed.

Agreed: Sue Thompson / Marc Doesburg

4. **A04.18 AcQual 103 Programme Development Deadlines** - for programmes to be delivered in 2019.

The only significant change for 2018 is the 'Last date for sub-degree redevelopments...' has changed from mid-August to mid-July in order for the scheduled developments to aim, at the latest, for the July Programme Approvals Committee (PAC) instead of the August PAC to avoid a backlog of approvals late in the year.

Action (QEC): correct typos before finalising

Recommendation: That Academic Board approve the revised AcQual 103 Programme Development Deadlines for 2018.

Agreed: Sue Thompson / Linda Kinniburgh

5. **A05.18 NZ3030 New Zealand Diploma in Building Surveying (Level 6)** – in employment delivery mode

Following the Type 2 change approval in late December 2017 of the Future Skills Academy's Programme of Study for NZ3030 New Zealand Diploma in Building Surveying (Level 6), which we already had accreditation for, adding the 'in-employment' delivery model, and the intent to deliver using a subcontracting arrangement between Future Skills Academy and the Building Officials Institute of New Zealand (BOINZ), Academic Board approval is required to accompany the subcontracting arrangement application to NZQA.

Recommendation: That Academic Board approves the subcontracting arrangement between Otago Polytechnic, Future Skills Academy and the Building Officials Institute of New Zealand (BOINZ) for the delivery of NZ3030 New Zealand Diploma in Building Surveying (Level 6).

Agreed: Sue Thompson / Linda Kinniburgh

6. **A06.18 Annual Programme Evaluation Review (APER) 2017 (2016 yr reviewed) summary report**

Discussion focussed on the opportunities for improvement and recommendations as listed in the summary report. Also:

- Report and guidelines for 2018 going to Learning and Teaching Leadership team meeting 16 February for discussion and noting as part of the 2018 APER planning
- check with Business Improvement team to tweak, improve template online post LT Leadership meeting
- where a programme has a low course completion rate, engagement with the Student Success team must occur (was a requirement for 2016 programmes in this category and HoS report it was most beneficial)
- also engage with learning and Teaching team staff re courses
- Sue/Pam to check whether the Performance Portal template issues have been resolved
- note that the addition of an APER attestation form is not just compliance but also good practice
- TPP and target data-identified in TPP – the suggestion from Organisational research that programmes/schools set participation and satisfaction targets in team performance plans was rejected, with an alternative that theses become part of the APER

- Possibly adding a metric form to the reports.

Action: Sue/Pam to check with Business Improvement Team to ensure online template has had last year's issues fixed and improvements made

Recommendation: That Academic Board notes the Annual Programme Evaluation Review report for 2017.

Agreed: Sue Thompson / Janine Kapa

7. A09/18 Advising Council on Education Matters

Presenting issue from Phil Ker: Currently AcBd performs badly in this regard, providing very little advice. The absence of advice is noticed. Instead, AcBd serves primarily as an approval agency – a vital function but insufficient. Council wants to know what our highest level academic forum thinks about things such as new government policy impacting tertiary education, OP educational performance, OP strategies as they impact learning and teaching and research.

Questions for consideration:

- Why is it that we have not been able to harness AcBd to fulfil effectively this advisory role?
- Is the problem structural, membership related or?
- What changes might we make to facilitate this advisory role?

A possible 'solution' for consideration: Providing good advice requires deep engagement with the issues, which requires thorough preparation and adequate time for discussion and debate by people who themselves are prepared. We cannot sustain such sessions for every Board meeting, but we could do so several times a year – say three or four 'academic issues' meetings per year on important internal matters e.g. reviewing educational performance, undertaking a strategic review of the tertiary education context; and special meetings if needed to consider major education policy shifts.

Ideally we would set up a programme in advance for the issues sessions, and assign a small team to put together the agenda.

We could consider having one of our Council members i.e. Peter Coolbear who is on Council for his educational expertise, chair these particular meetings.

In the months that we had these issues meetings we would do our usual approvals business by e meeting.

Discussion focussed on:

- Schedule 3 - 4 issues meetings per year alongside regular approvals – revisit AcBd annual work plan
- Alignment to our strategic imperatives
- Educational Performance on Council agenda March 2018 should also be on AcBd agenda
- Educational reports and data on Performance Portal
- All approvals done electronically - as long as due diligence is done beforehand.
- AcBd is a statutory requirement
- Learning and Teaching Leadership Team provides feedback on some of the same issues – consider some role in Academic Board functionality, what crossover of members?
- Peter Coolbear attend regularly as Council representative to AcBd, or some other engagement e.g. present/lead one of the issues meetings
- Professors and/or AKO Aotearoa academy members to chair some of these issues meetings
- Meetings to discuss issues currently topical re Education and Sector, new policy from government, e.g. Youth Guarantee funding, free fees scheme and impacts on outcomes
- What info feeds into OP around educational matters, e.g. ED Insider, NZQA and AKO Aotearoa newsletters – are all subscribed to these newsletters?
- Consider moving meetings on Thursday to incorporate Peter Coolbear
- How do we judge what is of interest to Council? If all meetings are robust discussion around educational and sector issues then they will want to know

Recommendations / feedback to CE

1. AcBd is committed to providing a high level advice to council

2. Invite Peter Coolbear to be member of Academic Board as Council representative, to attend and lead some meetings
3. Consider moving meetings to Thursday's to accommodate Peter C involvement day prior to Council meetings
4. Professoriate be invited to chair, participate, facilitate some AcBd meetings around Educational issues
5. AcBd members reminded they can present a paper for discussion at anytime
6. Ensure AKO newsletter, ED insider, and NZQA newsletter (Equate) goes to all members

8. General and other business items for noting

- **A07/18 Midwifery report from NZQA** – not correct, request for amendments have been sent to NZQA for correction. Will recirculate when NZQA send replacement letter, document.
- **A08/18 NZ Certificate in Food and Beverage (Level 3) - interim consistency report** – changes pending due for resubmission 9 March – this is in hand by QEC. Learnings in this report for other programmes leading to NZ qualifications.
- **Insite team meeting site titles and hosting changes still pending** – phase 2 of staff hub project and pending higher level decision of where OP team meeting sites will be housed/managed.

Recommendation: That Academic Board notes the recently received NZQA approvals as listed

Agreed: Sue Thompson / Linda Kinniburgh

Meeting closed

Next meeting: 13 March 2018 electronic

Action summary

who	what	when
Sue/Pam	APERS online template – check with Business Improvement Team that improvements and fixes made from last years issues	Update next AcBd meeting



Academic Board

Minutes of the Academic Board meeting held on 13 February 2018

Present: Sue Thompson (Chair), Megan Gibbons, Lesley Smith, Oonagh McGirr, Janine Kapa (apol left briefly), Linda Kinniburgh, Marc Doesburg, Brayden Murray, Ron Bull, Sally Baddock (apol lateness), Chris Morland (apol left early)

In Attendance: Pam Thompson (Secretary)

Apologies: Phil Ker, Leoni Schmidt, David McMaster

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Matters/Actions arising: None

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Agreed: Chris Morland / Linda Kinniburgh

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Matters/Actions arising: None

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Action (QEC): correct typos before finalising

Recommendation: That Academic Board approve the revised AcQual 103 Programme Development Deadlines for 2018.

Agreed: Sue Thompson / Linda Kinniburgh

5. **A05.18 NZ3030 New Zealand Diploma in Building Surveying (Level 6)** – in employment delivery mode

Following the Type 2 change approval in late December 2017 of the Future Skills Academy's Programme of Study for NZ3030 New Zealand Diploma in Building Surveying (Level 6), which we already had accreditation for, adding the 'in-employment' delivery model, and the intent to deliver using a subcontracting arrangement between Future Skills Academy and the Building Officials Institute of New Zealand (BOINZ), Academic Board approval is required to accompany the subcontracting arrangement application to NZQA.

Recommendation: That Academic Board approves the subcontracting arrangement between Otago Polytechnic, Future Skills Academy and the Building Officials Institute of New Zealand (BOINZ) for the delivery of NZ3030 New Zealand Diploma in Building Surveying (Level 6).

Agreed: Sue Thompson / Linda Kinniburgh

6. **A06.18 Annual Programme Evaluation Review (APER) 2017 (2016 yr reviewed) summary report**

Discussion focussed on the opportunities for improvement and recommendations as listed in the summary report. Also:

- Report and guidelines for 2018 going to Learning and Teaching Leadership team meeting 16 February for discussion and noting as part of the 2018 APER planning
- check with Business Improvement team to tweak, improve template online post LT Leadership meeting
- where a programme has a low course completion rate, engagement with the Student Success team must occur (was a requirement for 2016 programmes in this category and HoS report it was most beneficial)
- also engage with learning and Teaching team staff re courses
- Sue/Pam to check whether the Performance Portal template issues have been resolved
- note that the addition of an APER attestation form is not just compliance but also good practice
- TPP and target data-identified in TPP – the suggestion from Organisational research that programmes/schools set participation and satisfaction targets in team performance plans was rejected, with an alternative that theses become part of the APER

- Possibly adding a metric form to the reports.

Action: Sue/Pam to check with Business Improvement Team to ensure online template has had last year's issues fixed and improvements made

Recommendation: That Academic Board notes the Annual Programme Evaluation Review report for 2017.

Agreed: Sue Thompson / Janine Kapa

7. **A09/18 Advising Council on Education Matters**

Presenting issue from Phil Ker: Currently AcBd performs badly in this regard, providing very little advice. The absence of advice is noticed. Instead, AcBd serves primarily as an approval agency – a vital function but insufficient. Council wants to know what our highest level academic forum thinks about things such as new government policy impacting tertiary education, OP educational performance, OP strategies as they impact learning and teaching and research.

Questions for consideration:

- Why is it that we have not been able to harness AcBd to fulfil effectively this advisory role?
- Is the problem structural, membership related or?
- What changes might we make to facilitate this advisory role?

A possible 'solution' for consideration: Providing good advice requires deep engagement with the issues, which requires thorough preparation and adequate time for discussion and debate by people who themselves are prepared. We cannot sustain such sessions for every Board meeting, but we could do so several times a year – say three or four 'academic issues' meetings per year on important internal matters e.g. reviewing educational performance, undertaking a strategic review of the tertiary education context; and special meetings if needed to consider major education policy shifts.

Ideally we would set up a programme in advance for the issues sessions, and assign a small team to put together the agenda.

We could consider having one of our Council members i.e. Peter Coolbear who is on Council for his educational expertise, chair these particular meetings.

In the months that we had these issues meetings we would do our usual approvals business by e meeting.

Discussion focussed on:

- Schedule 3 - 4 issues meetings per year alongside regular approvals – revisit AcBd annual work plan
- Alignment to our strategic imperatives
- Educational Performance on Council agenda March 2018 should also be on AcBd agenda
- Educational reports and data on Performance Portal
- All approvals done electronically - as long as due diligence is done beforehand.
- AcBd is a statutory requirement
- Learning and Teaching Leadership Team provides feedback on some of the same issues – consider some role in Academic Board functionality, what crossover of members?
- Peter Coolbear attend regularly as Council representative to AcBd, or some other engagement e.g. present/lead one of the issues meetings
- Professors and/or AKO Aotearoa academy members to chair some of these issues meetings
- Meetings to discuss issues currently topical re Education and Sector, new policy from government, e.g. Youth Guarantee funding, free fees scheme and impacts on outcomes
- What info feeds into OP around educational matters, e.g. ED Insider, NZQA and AKO Aotearoa newsletters – are all subscribed to these newsletters?
- Consider moving meetings on Thursday to incorporate Peter Coolbear
- How do we judge what is of interest to Council? If all meetings are robust discussion around educational and sector issues then they will want to know

Recommendations / feedback to CE

1. AcBd is committed to providing a high level advice to council

2. Invite Peter Coolbear to be member of Academic Board as Council representative, to attend and lead some meetings
3. Consider moving meetings to Thursday's to accommodate Peter C involvement day prior to Council meetings
4. Professoriate be invited to chair, participate, facilitate some AcBd meetings around Educational issues
5. AcBd members reminded they can present a paper for discussion at anytime
6. Ensure AKO newsletter, ED insider, and NZQA newsletter (Equate) goes to all members

8. General and other business items for noting

- **A07/18 Midwifery report from NZQA** – not correct, request for amendments have been sent to NZQA for correction. Will recirculate when NZQA send replacement letter, document.
- **A08/18 NZ Certificate in Food and Beverage (Level 3) - interim consistency report** – changes pending due for resubmission 9 March – this is in hand by QEC. Learnings in this report for other programmes leading to NZ qualifications.
- **Insite team meeting site titles and hosting changes still pending** – phase 2 of staff hub project and pending higher level decision of where OP team meeting sites will be housed/managed.

Recommendation: That Academic Board notes the recently received NZQA approvals as listed

Agreed: Sue Thompson / Linda Kinniburgh

Meeting closed

Next meeting: 13 March 2018 electronic

Action summary

who	what	when
Sue/Pam	APERS online template – check with Business Improvement Team that improvements and fixes made from last years issues	Update next AcBd meeting

Academic Board

Minutes of the **electronic** Academic Board meeting held on 13 March 2018

Responses from

1. Sue Thompson (move)	Approve 13/03/2018 9.30am
2. Marc Doesburg (second)	Approve 13/03/2018 9.37am
3. Janine Kapa	Approve 13/03/2018 9.54am
4. Linda Kinniburgh	Approve 13/03/2018 9.56am
5. Megan Gibbons	Approve 13/03/2018 10.20am
6. Oonagh McGirr	Approve 13/03/2018 10.43am
7. Lesley Smith	Approve 13/03/2018 12.00pm
8. Brayden Murray	Approve 13/03/2018 1.15pm
9. Phil Ker	Approve 13/03/2018 1.56pm
10. Leoni Schmidt	Approve 13/03/2018 4.25pm
11. Sam Mann	Approve 13/03/2018 4.29pm
12. Chris Morland	Approve 14/03/2018 9.00am
13. David McMaster	Approve 14/03/2018 4.33pm
14. Sally Baddock	Approve 15/03/2018 11.46am

Quorum (9) achieved 13/03/2018

1. **A10.18** AB minutes 13 Feb - attached for approval as true and correct record.

Matters arising:

- APER online template and guidelines are live on Performance Portal with closing date 30 March 2018
- feedback sent to Phil to respond to Council questions and suggestions for change of format for AcBd meeting.

Recommendation A10.18: That Academic Board approves the minutes of 13 February 2018 as a true and correct record and note matters arising.

Agreed: Sue Thompson/Marc Doesburg

2. **A11.18** - Type 1 changes, Concurrent Enrolment and Certificate of Proficiency enrolments

- error on the type one approvals 11875.55 listed as ABE – should be ADA, corrected before submitting to NZQA

Recommendation A11.18A: That Academic Board approves the Type 1 Changes as listed.

Agreed: Sue Thompson/Marc Doesburg

Recommendation A11.18B: That Academic Board approves concurrent enrolment programmes as listed.

Agreed: Sue Thompson/Marc Doesburg

Recommendation A11.18C: That Academic Board approves the individual Paths of Study for Certificate of Proficiency enrolments as listed.

Agreed: Sue Thompson/Marc Doesburg

3. **A12.18** Type 2 Change - NZ2993 NZ Certificate in Adult and Tertiary Teaching (Level 5)
Accreditation approval required for Ara's Programme of Study, for the TANZ E-Campus delivery.

Recommendation A12.18: That Academic Board approves the application to NZQA for Accreditation for Ara's Programme of Study for NZ2993 New Zealand Certificate in Adult and Tertiary Teaching (Level 5).

Agreed: Sue Thompson/Marc Doesburg

4. **A13.18** Type 2 Change - OT4887/OT4936/OT4996/OT4997 Bachelor of Design (Speciality)
Entry Criteria - update UE requirements - originally approved 10959.24 at AcBd 20 September 2013 as a Type 1, and was never processed as an application at NZQA/TEC. We now need to make an application to both NZQA and TEC in order for the correct entry requirements to be in the KIS data at STEO (TEC) and on our own website.

Recommendation A13.18: That Academic Board approves the updating of Entry Criteria for OT4887 Bachelor of Design (Fashion), OT4936 Bachelor of Design (Product), OT4996 Bachelor of Design (Communication), and OT4997 Bachelor of Design (Interiors).

Agreed: Sue Thompson/Marc Doesburg

5. **A14.18** Type 2 change - OT4765 Bachelor of Information Technology.
Update Entry Requirements Section 6.2 Variations to Otago Polytechnic Expectations.
While the 'expectation' that the Entry Requirements changed with the updated requirements for University Entrance within this programme document and at Otago Polytechnic, the NZQA and TEC Websites still retain the specific UE requirements, and currently the old requirements are still being displayed on both websites.
The University Entrance requirements have been updated in the programme document.

Recommendation A14.18: That Academic Board approves the updating of the Entry Requirements for OT4765 Bachelor of Information Technology.

Agreed: Sue Thompson/Marc Doesburg

6. **A15.18** Accreditation application to NZQA and TEC for two Kokiri Centre programmes of study, and approval of subcontracting arrangements.
- Te Whakamahi Whenua Level 3 – (60 credits) leading to the awarding of the qualification NZ2348 New Zealand Certificate in Māori Traditional Food Production, Harvest, and Management (Kaupae 3) also known as Mahinga Kai - Te Hoata
 - Whānau Ora Level 3 – (60 credits) leading to the awarding of the qualification New Zealand Certificate in Whānau Ora (Level 3)

Recommendation A15.18A: That Academic Board approves the application to NZQA and TEC for Accreditation of Te Whakamahi Whenua Level 3 and Whānau Ora Level 3, two Programmes belonging to Arai te Uru Kōkiri Centre Charitable Trust.

Agreed: Sue Thompson/Marc Doesburg

Recommendation A15.18B: That Academic Board approves the subcontracting arrangements between Otago Polytechnic and Arai te Uru Kōkiri Centre Charitable Trust for the delivery of two programmes of study belonging to Arai te Uru Kōkiri Centre Charitable Trust.

Agreed: Sue Thompson/Marc Doesburg

7. **A16.18** EduBits approvals - March 2018

Recommendation A16.18: That Academic Board approves the EduBits as listed, for submission to NZQA for approval.

Agreed: Sue Thompson/Marc Doesburg

8. For Noting **A17.18** NZQA changes to Delivery Site application process for Category 1 and 2 TEOs NZQA has streamlined the processes for approval of delivery sites. The aim is to minimise the administration for external evaluation and review (EER) Category 1 and 2 tertiary education organisations (TEOs), while ensuring that NZQA maintains an accurate record of all active delivery sites. *What has changed?*

- TEOs in EER Categories 1 and 2 can now gain approval for new delivery sites through an attestation process rather than an application.
- Temporary sites are now defined as those sites used for 26 weeks or fewer.

The changes are effective from February 2018.

For further information about these changes see [this link](#).

EER Category 3 and 4 providers are still required to submit an application for changes to, or the addition of, delivery sites. Information on this process can be found [here](#).

Degree-level programmes have accreditation that is delivery-site-specific. For more information see [Changes to programme approvals](#).

This notification has also been published in Equate.

Recommendation A17.18: That Academic Board notes NZQA changes to Delivery Site application process for Category 1 and 2 TEOs.

Agreed: Sue Thompson/Marc Doesburg

9. For Noting **A18.18** Equate Newsletter

Welcome to the February 2018 issue of eQuate, the regular quality assurance-related newsletter of the New Zealand Qualifications Authority.

Click on the link to access eQuate: <http://www.nzqa.govt.nz/about-us/publications/newsletters-and-circulars/equate/february-2018/>

Topics include:

- Reviewing the New Zealand Qualifications Framework
- Cut-off dates for submitting programme approval and accreditation applications for delivery in 2019
- New processes to approve changes to delivery sites
- Refreshed EER report for pilot in 2018
- Changes to standards that contribute to Vocational Pathways
- Education (Pastoral Care of International Students) Code of Practice 2016 (the Code) – update
- University Entrance literacy requirements
- Maintaining the approved subjects list for University Entrance
- Workshops

Recommendation A18.18: That Academic Board notes the issues raised in eQuate newsletter.

Agreed: Sue Thompson/Marc Doesburg

Next scheduled meeting: April 2018 – date to be confirmed

Minutes of a Meeting of Te Komiti Kāwanataka



Held at 12:30pm on 15 Kahuru 2018, Te Punaka Ōwheo

PRESENT: Megan Potiki (Chair)
Kathy Grant
Janine Kapa
Eleanor Murphy
Hinerangi Ferrall-Heath
Chris Morland

IN ATTENDANCE: Rebecca Williams
Shaun Tahau
Tessa Thomson

Debbie Davie (Minutes)

Karakia/Timatanga: Megan Potiki

1. APOLOGIES

Marshall Hoffman, Khyla Russell

2. MINUTES

The minutes of the meeting held on 14 Waru 2017 were provided.

Recommendation

Eleanor Murphy / Megan Potiki

That the minutes be approved as a true and correct record of the meeting.

Agreed.

3. MATTERS ARISING

a. Campus Redevelopment

Prior to the Biophilic Workshop at Puketeraki Marae (1 March), the team met with members of Logic Group Design team to brief them on tikanga and kawa in preparation for the marae visit.

- The morning will start with a Pōwhiri, followed by discussions around Biophilic Design.
- The afternoon will focus on Te Punaka Ōwheo and consultation undertaken to date.

Timeline and selection of the next project is still to be confirmed by Council. Expected start date is the end of 2018/beginning 2019.

b. Te Pā Taurā Ceremony (7 February 2018)

Acknowledged Ōtākou Rūnaka and Komiti members for their support, Tahu Potiki for leading the opening ceremony and Megan Potiki for providing the narrative behind the names given to each floor (Hawea / Rapuwai / Waitaha / Māmoe / Tahu).

c. Membership (Megan)

Confirmed Rūnaka representatives for Komiti Kāwanataka are:

1. Hinerangi Ferrall-Heath
2. David Higgins
3. Matt Matahaere

Ki Waho

Continue to canvas for potential members in consideration of connections, advisory and expertise relevant to current business. Inclusion and benefits of a taurā voice within this group is also under consideration.

4. KTO REPORT – (Janine)

KAITOHUTOHU OFFICE REPORT PREPARED FOR KOMITI KĀWANATAKA

Date: 14 Waru 2017

MSF Priority 1: Treaty of Waitangi		
<i>Objective: an effective partnership with Kāi Tahu/Māori</i>		
What/When	Who	Outcome/Action
Claire Aitken	Janine / Debbie	Visited Claire at Moana House to acknowledge and show our appreciation for her ongoing support and appreciation of the expertise she has continued to give to the Kaitohutohu, the KTO and Komiti Kāwanataka during her time on Komiti ki Waho.
Mihi Whakatau	Team	<ul style="list-style-type: none"> • Group from Nanjing Institute of Technology • Opened and closed the Assessing for Learning Conference hosted by Otago Polytechnic • Queens High School Yr 9 taura – <i>Camp Inspire</i> • Grp of teachers from Guangdong Construction Vocational Technical Institute here for a 3-week specialised training course on vocational learning • New Bachelor of Occupational Therapy Administrator • NZQA Panel for Midwifery • Ross Funnell - new Director, People and Culture

MSF Priority 2: Kāi Tahu/Māori Leadership/Staffing		
<i>Objective: attract, support & retain Kāi Tahu/Māori staff at all levels within OP</i>		
What/When	Who	Outcome/Action
Capable NZ	Janine	MSF workshop delivered to Capable NZ staff, 7 December.
Team Rewards	Janine	The KTO team attended a team building morning 12 December, facilitated by Claire Porima from Te Ara Pathways, followed by a lunch and team building exercise in the afternoon.
Vet Nursing	Janine	MSF workshop delivered to the Vet Nursing staff, 1 Dec; planning towards a Māori Strategic Plan (MSP) for the School as a follow up to the MSF Stocktake undertaken by the team in August.

MSF Priority 3: Kāi Tahu/Māori Students		
<i>Objective: have Māori participate & succeed at all levels of learning</i>		
What/When	What/When	What/When
Māori Pre-Grad and Graduation	Team	At the time of writing, planning is well underway for the Māori Pre-Graduation ceremony. There are almost 200 Māori learners graduating either in person or in absentia!
StudyLink session	Rebecca S	A drop in session was held to help learners apply for StudyLink for 2018.
Careers Day	Rebecca S and Chris R	The Team participated in a Careers Day held in the Hub on 6 December.
Freezer Stocking	Chris	Through our contacts, Chris was able to source 150kg of premium mince to stock the TPO freezer for students who needed food parcels – this has been very well received.
Otago Māori Advisory Committee	Rebecca W	Rebecca attended the Otago Māori Advisory Committee at the MoE.
Foundation Studies	Rebecca W	The team supported the Foundation Studies graduation ceremony and attended an information session about the 2018 programme.
Rape Crisis Hui	Rebecca S	Rebecca Swindells attended a hui hosted by Rape Crisis at Araiteuru Marae exploring Māori support services that are available in Dunedin.
Scholarships	Team	There are a number of enquiries about scholarships for 2018, particularly given the Government policy for free fees for first time students. We are waiting for advice from Management about this.

MSF Priority 4: Kāi Tahu/Māori Progs		
<i>Objective: dev quality courses & prog in Te Ao Māori, Te Reo & Māori knowledge in all qual areas.</i>		
What/When	Who	Outcome/Action
He Toki ki Te Rika	Janine / Jessica	Attended a whānau-centred, co-design planning session in Christchurch with Te Tapaue on 6 Dec to plan towards building a successful, skilled Māori workforce in partnership with iwi, industry, education, training and whānau.
EduBits	Janine	Invited to the iMOKO workshop facilitated by Dr Lance O'Sullivan (Ngāti Maru, Te Rarawa, Ngā Puhi). iMOKO is an innovative approach utilising technology to deliver high quality basic health services with a focus on communities with high needs. Smart software developed specifically for community based virtual health services managed by communities (follow-up meeting 21 December, which Janine will attend).

MSF Priority 5: Inclusive Lrng Environment		
<i>Objective: Kāi Tahu/Te Ao Māori values are understood, recognised & valued within OP's enviro & delivery of progs</i>		
What/When	Who	Outcome/Action
Learner Capability Framework (LCF)	Janine/Ron/Barry Law	Ron has met with a member of the LTDT to discuss the deployment of the LCF across Otago Polytechnic in 2018. The LTDT is forming a Steering Group (Janine) and Implementation Group (Ron), each of which will have KTO representation. The integration of mātauranga Māori across all

		capabilities will be further explored; consultation will be undertaken to ensure validity.
Campus Redevelopment		Puketeraki Marae has been contacted to find a suitable date for the Project Team and Rūnaka representatives to meet in the New Year (likely to be March).

MSF Priority 6: Research and Māori-centred knowledge-creation

Objective:

1. *engage with & ascertain what research priorities are important to Kāi Tahu/ Māori communities*
2. *undertake research relevant to Kāi Tahu/Māori communities that benefits Kāi Tahu/Māori*
3. *undertake research that links to Kāi Tahu/Māori devt aspirations*
4. *develop a vibrant Māori research culture*

What/When	Who	Outcome/Action
SCOPE	KTO	Publication is now online and hardcopies are due back within a week.
OP Māori Research Symposium	KTO	A Steering Group of 7-8 Māori researchers/academics from across the Polytechnic has been formed to organise a Māori Research Symposium in Oct/Nov 2018.

Key for who has overall responsibility for these priority areas

	Kaitohutohu Office
	Tumuaki: Te Punaka Owheo (Māori Student Success)
	Tumuaki: Whakaako (Curriculum & Capability)
	Tumuaki: Rakahau & Whakaea, (Research & Innovation)

Kōrero

KTO Office (Janine)

- Acknowledgment of Tessa Thomson for the mahi she undertook to to organise and coordinate a very successful day of Mihi Whakatau for Colleges/Schools for first-year learners.
- Capable NZ expecting the third cohort of tauira Māori (27) to go through in 2018.
- MoA with Ngāti Whatua – with a meeting scheduled with the University of Otago's Office of Māori Development to discuss the proposal to elevate the relationship to iwi level.
- Acknowledged Kāti Huirapa Rūnaka ki Puketeraki for nominating Terry Broad as the Rūnaka representation on the Wildlife Hospital Trust Board. Komiti Kāwanataka supported this appointment.
- Acknowledged new Māori staff member, Kelli Te Maiharoa (0.2 FTE), who will be leading Māori Research at OP.
- Acknowledged Ron Bull, Tessa Thomson and Simon Kaan for their mahi in getting the latest edition of Scope: Kaupapa Kāi Tahu published.
- Planning is underway for an OP Māori Research Symposium in November.
- Have met with Te Kāhui Rakahau Māori to review OP's Māori Research Plan (2018-2021).

TPO Office (Rebecca)

- On-going discussions around 'free fees' and the implications for Scholarship recipients for the first-year tauira.
- New tauira Māori are being contacted by Kaitautoko.
- Preliminary results / completion for 2017 tauira Māori are looking good for SDR report in December.

5. GENERAL BUSINESS

a. Change to Meeting date

To ensure that we have good dialogue and connection between the Council and Komiti Kāwanataka, Kathy suggested the nomination of Dr Peter Coolbear to attend on behalf of Council.

All agreed that the meeting dates be changed to fall the day before Council Meetings to enable Peter's attendance.

b. 2017 Annual Report

Has OP achieved overall satisfaction from Papatipu Rūnaka with regard to being kept informed and up to date in relation to the progression of the MSF and other strategic matters?

Komiti members felt that this had largely been achieved. The KTO expressed its gratitude for having such high level support around the table.

c. Māori Annual Report suggested content/structure

Suggested content seems inclusive. Any further story ideas to be emailed to Debbie by the end of next week (23 Feb).

Whakamutunga/Karakia (Megan)

Meeting closed 2.30pm

Council Closed Agenda



Meeting to be held: 8.15 am 13 April 2018
(Council only at 8.00am)
Level 7, Room 700
Otago Polytechnic Auckland International Campus,
350 Queen Street, Auckland

RESOLUTION TO EXCLUDE THE PUBLIC

Section 48, Local government Official Information and Meetings Act 1987

Move that the public be excluded from the following parts of the proceedings of this meeting,
namely.-

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General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48 for the passing of this resolution
Minutes of the closed section of the Council meeting held on 3 November 2017 (Reason (i))	(i) OI Act Section 9(2) Enable a Minister of the Crown or any Department or Organisation holding the information to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations 9(2)(j))	48 (a)
Matters arising (Reason (i))		
Reporting Timeframes (Reason (i))		
Chair's Report (Reason (i))	(ii) OI Act Section 9 (2) (ba) Protect information which is subject to our obligation of confidence	
Chief Executive's Report (Reason (i))		
Finance and Audit Committee Report (Reason (i))		
Finance Reports (Reason (i))		
Executive Leadership Team Reports (Reason (i))		
OPAIC Report (Reason (i))		
2017 Otago Polytechnic Student Opinion Survey Report (Reason (i))		
2017 Educational Performance indicators (Reason (i))		
2017 Workforce Report (Reason (i))		
Safety and Wellbeing Report (Reason (i))		
Governance Risk Management Framework (Reason (i))		
Matters for Noting (Reason (i))		
Use of the Common Seal (Reason (i))		
Additional Agenda Items (Reason (i))		